New Employee Orientation

When is it held?

New Employee Orientations are scheduled **bi-weekly on Pay Day Fridays**, beginning at **8:30 a.m. and ending at 4:30 p.m.** There are a few exceptions in August and October. Check this site for any scheduling variations [http://hr.ucf.edu/training-constellationnewsletter/](http://hr.ucf.edu/training-constellationnewsletter/).

We strongly encourage your attendance as orientation provides you the opportunity to make your UCF Id card, address benefit/retirement questions in a timely manner with appropriate personnel on site. It is the employee's responsibility to take care of timely paperwork submission. **You have 60 days from your date of hire to enroll in insurance. You also have 90 days from your date of hire to make your retirement election.** Please see this link regarding insurance that addresses frequently asked questions: [http://hr.ucf.edu/prospective-employees/new-employee-benefits/](http://hr.ucf.edu/prospective-employees/new-employee-benefits/).

What if I can’t make the in person session?

E-mail us directly at od&training@ucf.edu

What do I bring to orientation?

Attendees will need to bring the completed card waiver (page 3) with your driver’s license or passport and your NID or employee ID (UCF ID number).

**Orientation includes:**

- UCF's mission, vision and goals and how YOU fit in
- Important UCF resources, policies and procedures
- A benefits and payroll summary with Q&A
- A chance to meet other newcomers and guest speakers to help you get plugged in to UCF

**UCF Shuttle:**


**Parking Instructions:**
Park at the front or on the right side of the building.
Parking is free; there is no decal needed.

If you are riding a bike to orientation, notify od&training@ucf.edu or patty.farris@ucf and we will send you bike parking instructions.

Please call 407-823-2771 if you have any questions.
UCF CARD DISCLOSURE

UCF Card Policies
1. Obtaining a UCF card - You must be affiliated with the University of Central Florida in order to obtain a UCF card.
2. Digital Photograph - Your digital photograph will be on the face of your UCF card and will be stored in the UCF card database and PeopleSoft.
3. Charges - There is a $10.00 annual fee included in tuition to cover the services provided by the UCF Card. All cardholders pay $15.00 for replacement of lost, stolen, or damaged cards.
4. Inactive Accounts – Funds added to the UCF Card Knight Cash account should be used in full before leaving the University of Central Florida. A Knight Cash account is considered inactive if it has no activity for twelve (12) consecutive months. A $5 monthly inactivity fee will be assessed until 1) the account becomes active or 2) the account balance is reduced to zero and/or the account is closed.
5. Refunds – Knight Cash refunds are only permitted when students are graduating or withdrawing from the university. Students requesting refunds should visit the UCF Card Services Office and complete a Knight Cash Refund Request Form. Refunds will be issued via a check made payable to the cardholder and will be mailed to the permanent home address on record with the university.

Your ISO #
The ISO # is a semi-random, computer generated, 16 digit number used by many campus systems. This # will appear on the face of your UCF card. If your UCF card is lost or stolen visit http://ucfcard.ucf.edu to access your Online Account and disable your card to prevent misuse. When you receive a replacement card a new ISO # is generated, and the old ISO # is permanently retired from use.

The UCF Card Banking Option
You also have the option of using your card as an ATM Card through Fairwinds Credit Union, the official Student Banking Provider. Visit http://www.fairwinds.org/ucf for more information on linking your UCF Card to your Fairwinds Student Checking account.

AGREEMENT
1. I understand that lending my UCF card to another party is in violation of the Student Conduct Code and UCF Personnel Regulations applicable to UCF Employees.
2. I acknowledge that in the case of an emergency, without my consent, the information contained in this agreement may be released to protect the health and safety of myself and/or others.
3. I understand any replacement of a lost or stolen card will cost $15.00 at the time of re-issuance.
4. I agree that it is the responsibility of the cardholder to maintain activity or to close the account to prevent a loss of funds. Furthermore, I acknowledge and agree that these terms and conditions shall exclusively control and govern the rights between the parties. I also acknowledge and agree that UCF shall have no obligations beyond what is set forth herein.
5. I certify the information I have provided is correct, and that I have read, understand, and accept the terms and conditions of this agreement.

UCFID Number: _________________________________

SIGNATURE: _________________________________ DATE: __________________________

PRINT NAME: ____________________________________________

EMAIL: ____________________________________________

Keep informed on information relating to your UCF Card, Knight Cash promotions & discounts.
Objectives:

1. Learn UCF’s mission, vision, and goals
2. Overview of UCF’s to include culture and values
3. Technology toolbox
4. Payroll/Benefits
5. Insurance/Retirement

UCF’s Mission, Vision, & Goals:

The UCF Mission
Offer high-quality undergraduate and graduate education, student development, and continuing education; Conduct research and creative activities; Provide services that enhance the intellectual, cultural, environmental, and economic development of the metropolitan region, address national and international issues in key areas, establish UCF as a major presence, and contribute to the global community.

UCF Vision
The University of Central Florida will be the nation’s leading metropolitan research university recognized for its intellectual, cultural, technological, and professional contributions and renowned for its outstanding programs and partnerships.

UCF Goals

UCF Goal #1
Offer the best undergraduate education available in Florida.

UCF Goal #2
Achieve International prominence in key programs of graduate study and research.

UCF Goal #3
Provide international focus to curricula and research.

UCF Goal #4
Become more inclusive and diverse.

UCF Goal #5
Be America’s leading partnership university

The UCF Creed:

- Integrity
- Scholarship
- Community
- Creativity
- Excellence

How will you accomplish this in your job?
## Parking Lot

### Follow up items for myself

1. 
2. 
3. 
4. 
5. 

### Questions

1. 
2. 
3. 
4. 
5. 

### Follow up items for my department

1. 
2. 
3. 
4. 
5.
New Employee Checklist

Welcome to the University of Central Florida! This checklist is designed to provide you with some guidelines for your employment at UCF. Your supervisor or a Human Resource Liaison within your department will assist you on completing the items listed below. We are glad you are here!

Prior to First Day:

- Confirm arrival time for first day at work
- Confirm work days and hours
- Know where to park and if a parking decal is required
- Familiarize self with dress code/uniform distribution for department
- Download and complete “hiring documents from checklist” see Records Sign-in/Hire Packet as well
- Sign up for “direct deposit”
- Know when, where, and to whom to report for first day of work
- Visit New Employee web page here, to view many different resources that UCF provides to you.
- Complete the on-line portion of orientation

First Day/First Week

- Obtain your UCF Card
- Obtain a MyUCF NID and password
- Sign up for New Employee Orientation
- Purchase a parking decal (if necessary)
- Review job responsibilities (job description) and expectations
Review the FAQ on performance appraisals to determine which form is appropriate for your employment classification:
http://hr.ucf.edu/files/PAFFAQ.pdf

Review any necessary office supplies and order if necessary
Read Employee Handbook for UCF. You are responsible for all information in the handbook. It is available here. Read UCF policies and procedures here. Faculty read Faculty Handbook in addition here and College of Medicine (COM) faculty read COM Faculty Handbook in addition here.
Also ready the UCF Regulations: http://regulations.ucf.edu/
Review phone number and phone system training
Cisco or Siemens phone training found here
Obtain office keys or other security requirements

First month
Complete benefits enrollment
Complete retirement enrollment
Review and clarify performance objectives with supervisor
Know and understand department/university things to do in an emergency. This includes a campus safety, weather preparedness, etc. Receive alerts.
Enroll in new employee elective workshops: HR OD & Training Calendar
Sign up for UCF actions to Prevent and Correct Discrimination online
Have fun, Go Knights, and Welcome to UCF!

Next few months
New supervisors attend Supervisory Series- check the calendar for scheduled series.
New HR Liaisons attend training and network meetings.

Administration and Finance
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