**Employee Checklist (Ref 3)**

**Your First Month**

|  |  |  |
| --- | --- | --- |
|  | Task | More Information |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Have you met with your manager to review your Induction Plan? |  |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Have you enrolled or completed the Orientation Programme?  | See [here](https://www.ucd.ie/peopledevelopment/ourservices/newtoucd/) for further details |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Policies & Training* Have you reviewed all HR Policies including Equality, Diversity & Inclusion?
* Have you completed your GDPR and other relevant compliance training?
 | See [here](https://www.ucd.ie/hr/a-z/) for details of all policies |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Have you been able to access other services within the University, Finance, IT, Library? |  |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Salary* Have you had your first salary payment?
* Do you know where to find your payslip on ESS?
* Do you know how to claim expenses?
 | See “[Payroll & Tax](https://hub.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=SO-MAIN&p_parameters=B37A1D079FB70193EB3628BFFB78C3146D35112E00B0A28947666FB37F638AD1F3EB9719432D37BE94186D0F33C306C8)” sectionPlease see [here](https://www.ucd.ie/finance/financeoffice/staffexpenses/) for expenses |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Have you been able to access any of the Sports and Social activities?  | See the “[Culture & Engagement](https://hub.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=SO-MAIN&p_parameters=B37A1D079FB70193EB3628BFFB78C3146D35112E00B0A28947666FB37F638AD1F3EB9719432D37BE94186D0F33C306C8)” section |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Are you familiar with the other benefits available to employees?* Travel Pass Scheme
* Cycle to Work Scheme
* Staff Discount Scheme
* Leave Policies
* Learning Supports (Fee concessions, Professional Memberships)
 | See HR Website [here](https://www.ucd.ie/hr/a-z/) |
|  | If you need any additional information, contact your Resourcing Consultant or email hrhelpdesk@ucd.ie  | Resourcing Consultant details available [here](https://www.ucd.ie/hr/hrhelpdesk/resourcingconsultants/) |