

Onboarding checklist for new staff

Use this checklist to track your progress through the onboarding content and steps you will need to go through to set yourself up for success.

Before start date

HR, Payroll and Systems

- ✓ [Activate your email account](#). Once you have activated your UTS email account, you will need to set up your multi-factor authentication (MFA) to access your UTS applications securely on your first day. Please go to login.uts.edu.au and follow the prompts to set up your MFA.

- Follow the steps detailed in [Starting at UTS](#) and send to payroll@uts.edu.au:
- ✓ - A certified copy of your right to work evidence
 - ✓ - Your Superannuation registration form completed and signed (Need help? Watch [Welcome to UniSuper](#))
 - ✓ - Your completed [Outside work](#) application form if applicable

- ✓ Read and understand [Code of conduct](#), [Intellectual property](#), [Fair work information statement](#)

- ✓ Apply for [workplace adjustment](#) if you are working with a disability

- ✓ If you are moving to Sydney to come work at UTS, you will find helpful information on our [Relocating to Sydney page](#).

About UTS

- ✓ Our [history](#) and [organisational structure](#)
- ✓ Understand the [UTS 2027 strategy](#) and [the strategic initiatives](#)
- ✓ Find out what's happening from the Vice-Chancellor's desk. Go to [VC Connect](#)
- ✓ Discover our [Centre for Social Justice and Inclusion](#) at UTS, and the [Athena Swan project](#)
- ✓ Learn more about how to engage more effectively with our partners and to understand the range of opportunities and assistance available on [External Engagement at UTS](#).
- ✓ Campus [map](#) and [UTS City Campus Master Plan](#). Download wayfinding.uts.edu.au for an app that will point you in the right direction.

Research, Teaching and External engagement

- ✓ [Overview of Research at UTS](#) and [UTS Research Strategy](#)
- ✓ If you need to transfer grants get in touch with [research project support staff in your faculty](#) early on.
- ✓ [Excellence in Research for Australia](#) (ERA) - national research evaluation framework
- ✓ [Research Impact Principles and Framework](#)
- ✓ The [UTS model of learning](#) and [overview of learning.futures](#).

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- ✓ [Futures](#) - UTS Learning and Teaching blog inspiration, practical tips and conversation about the **exciting** and interesting things happening in learning and teaching right across UTS. Visit the [UTS Handbook](#) – a useful reference point for all

Your Faculty/School

- ✓ Visit the [Faculty Overview page](#) to learn more about your faculty/school
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First Day

HR, Payroll and Systems




- ✓ Ensure your details are correct in our system. Review and update your personal information incl. address, mobile number, emergency contact, bank details, academic qualifications and equal employment data. Login to [NEO](#) > UTS Employee Self Service. [For detailed Neo pathway click here](#)
 - ✓ Follow the [How do I get a staff ID card](#) instructions. All UTS staff members need a staff ID card to access authorised areas so make sure to get your staff card on day one.
 - ✓ [Navigate Staff Connect](#) – the UTS intranet
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Safety, Security and Wellbeing

- ✓ Security on campus is everyone's responsibility and something UTS takes very seriously. [Our Campus security and safety section](#) outlines steps to take in an emergency. In the event of an emergency, if you are on campus simply **dial 6 from a UTS phone** or **1800 249 559 from a mobile** (freecall). On your first day, find the emergency and egress routes and [First Aid](#) officers for your area and Watch the [Stay Safe at UTS](#). If you require assistance to evacuate the building (either on a temporary or permanent basis) discuss this with your line manager as you may require a [Personal Emergency Evacuation Plan](#).
 - ✓ [The UTS Safety Guidelines – Ergonomics](#) will provide information and resources to assist you to [self-assess](#) your needs and set up your working environments.
 - ✓ You and your immediate family members have access to **free, professional and confidential wellbeing coaching** service through our contracted [Employee Assistance Program \(EAP\)](#) provider, PeopleSense. EAP can assist with personal or work-related issues that may be impacting on your quality of life or sense of general wellbeing. Managers can also obtain support with people-related issues through the [Manager Assist Program](#).
 - ✓ There is also a UTS [Health and Wellbeing](#) page that will provide you with resources and useful links for your mental health
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Research, Teaching and External engagement

- ✓ [Induction to research webpage](#)
 - ✓ [Research structure](#) at UTS - DVC Research, RIO and GRS
 - ✓ [Research project support in your faculty](#)
 - ✓ [Information for new staff - Teaching](#)
 - ✓ The Learner experience lab ([LX.lab](#)) is your place at UTS for learning and teaching support, advice and ideas.
 - ✓ [IML Faculty liaison](#) - staff who can help you on teaching and learning questions
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Your Faculty/ Unit

- ✓ Local general administrative procedures - communication protocol, mail, telephone, stationery, email listserv, photocopying

- ✓ Meet with your supervisor – understand the big picture, discuss your role and how it fits within the organisation

- ✓ Tour your local workplace

- ✓ Meet with your colleagues

First Week

HR, Payroll and Systems

Your staff ID will enable you to activate UTS systems such as:

- [NEO – UTS HR and Finance system](#)
- [Service Connect – online IT help](#)
- [Hazard and Incident Reporting Online \(HIRO\)](#)
- [Phones and voicemail – detailed instructions on usage and setting up voicemail](#)
- [Room booking](#)
- [Wifi Access](#)

Most of the information you need is on Staff Connect. Learn how to [navigate Staff Connect](#) to find what you need easily.

All staff must complete online compliance training modules. Self-enrol through:

- [Neo](#) > Employee Self Service> Online Learning Management (OLM)> My Learning
- ✓ Refer to the [Access online compliance courses](#) for the list of modules you need to complete and how to enrol. Confirm with your supervisor what mandatory courses you need to complete.
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- ✓ Enter your Equal Employment Data through [Neo](#) > Employee Self Service> My EEO Data
A list of questions will appear for you to answer
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- ✓ Enter your academic qualifications through [Neo](#) > Employee Self Service> Development and Review > Qualifications
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- ✓ Hear from the Vice-Chancellor about UTS and its strategic direction. Followed by an expo showcasing services available to you.

Register for the next [VC welcome](#)

Access away from UTS:

- UTS mobile app: Access this on your mobile device through either Google or iTunes depending on your device. Free to download.
- [Remote Access – webmail](#) and computer access from outside UTS, logging in using your Staff # and computer login
- [ITD Software](#) access for home use
- How to get your email on your phone ([iPhone](#) and [Android](#))
- [VPN access for Staff](#) UTS Remote Access (VPN) is a service enabling UTS staff and contractors to access applications and systems on the network

- [Home-based working checklist](#)

✓ [UTS Governance - policies and procedures](#)

Safety and Wellbeing

✓ Know your [Health and safety responsibilities](#)

✓ [Consultation](#) - outlines the mechanisms available to discuss decisions affecting health and safety

Research, Teaching and External engagement

✓ All academics at UTS are required to have an up to date [online profile](#), particularly for research. Create your staff profile early on and keep it up to date.

✓ UTS: Library support for researchers: Services for [Researchers](#)

Research integrity:

- ✓
 - [Research ethics](#)
 - [Research governance](#) - including data management and defence trade control
 - [Research Policy](#)

✓ Systems for Research – [overview of most commonly used tools and how to use them](#)

Weekly training from RIO:

- ✓
 - [Book training for Research Master](#)
 - [Book training for Symplectic](#)

On demand training:

- ✓
 - [Request training](#) for PFMIR (project management tool)
 - [Request training](#) for Costing and Pricing

For new research supervisors or new to UTS, [register to become a research supervisor](#)

✓ [UTS: Library support for teaching](#) - learning.futures support, information literacy, copyright and more.

✓ Online teaching and learning at UTS - [Canvas](#)

✓ [Using technology in teaching](#) - how to use audio visual and presentation technologies in various buildings and rooms and who to contact for help

✓ [UTS Policies by Classification](#)

Your Faculty/ Unit

✓ Meet with your supervisor – discuss the probation process

✓ Meet with key people in your Faculty/Unit/UTS, eg: faculty managers, administrative managers, research & technical staff

✓ Tour the Campus

✓ [Health and safety plan](#)

First month

HR, Payroll and Systems

□ The Performance and Development process enables staff and supervisors to plan and review work, to evaluate performance, and to identify development needs. It is a

compulsory part of work planning for all UTS staff, including staff on probation. Develop your [probation workplan](#) with your supervisor.

- [UTS delegations](#) include the key decision-making authorities for the financial, human resources, administrative, academic and governance functions of the University. You may need to know the delegations in your area of work for a number of processes involving authorisation of general expenditure or resources.

Research, Teaching and External engagement

- Regardless of which career stage you might be at, building your profile and skills are paramount and crucial to your success as a researcher. Head to [Researcher Development](#) for upcoming training and development opportunities at UTS.

Steps to help you with:

- [Funding your research](#)
- • [Preparing for a research project](#)
- [Managing your research project](#) including [research contract](#)
- [Research Impact and Engagement](#)
- RIO runs events to develop the external engagement skills of academics. Email research.grants@uts.edu.au to find out about future events.
- [Standard Research Proposal Template](#)
- [RIO Client manual](#)
- [The Institute for Interactive Media and Learning](#) offers various development opportunities
- Head to [What's on the Futures blog](#) for a list of Learning and Teaching events coming up at UTS.
- [UTS assessment principles](#)

Your Faculty/ Unit

- Meet with your supervisor – develop your probation workplan

Second month onwards

About UTS

- At UTS, we have a strong professional development culture. Visit our [Staff Learning Portal](#) to find out more about the range of programs we have to help you take control of your career and professional growth, including initiatives to assist our most innovative, high-performing staff step up as leaders.

- The UTS Capability Framework outlines the key capabilities that guide our development over our time at UTS. Developed to align to the [UTS 2027 strategy](#) and specific strategic initiatives such as New ways of working and Digital partners in learning, the framework is an important tool that will link our day-to-day activities to the delivery of UTS 2027. It provides a roadmap on how we develop and prepare ourselves for the future of work. See information about the [UTS Capability Framework](#) on Staff Connect.

- UTS is committed to supporting a positive health and safety culture and ensuring, as far as practicable, a safe and healthy environment for its staff, students, volunteers, visitors and contractors in which to work and study. Find out more on our [Safety and Wellbeing page](#).

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- At UTS we are building an inclusive workplace culture that proudly celebrates diversity and supports social justice. Learn more about UTS Diversity and Inclusion programs, Athena SWAN and Social Justice initiatives on the [Social Justice Portal](#)
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- Our UTS community - There is so much happening at UTS that it would be difficult to have a complete list of events, groups and initiatives but we've put a snapshot together for you.
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- [Initiatives](#)
 - [Staff giving program](#)
 - [Events](#)
 - [Newsroom](#)
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- Follow UTS on social media to keep up to date with what is happening:
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- [Facebook](#)
 - [Instagram](#)
 - [LinkedIn](#)
 - [Twitter](#)
 - [Youtube](#)
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- Discover [LinkedIn Learning](#), a vast online library of courses and instructional videos covering the latest in technology, creative and business skills.
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Research, Teaching and External engagement

- Enhancing your academic profile: [Demonstrate your impact](#) and [build and sustain reputation](#)
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- Learn more about [Academic progression](#) (Academic level A-B) [Preparing for promotion](#) (Academic level C-E)
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- [LX resources](#) - From guidance on Canvas basics and associated tools to Zoom tips to assist you with remote teaching, this is the place for discovery and development of your skills.
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Your Faculty/ Unit

- Meet with your supervisor regularly for ongoing check-in
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Please sign below and file this form for your departmental records.

Staff/member

Name

Signature

Date

Supervisor/Manager

Name

Signature

Date

