

Welcome to the



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ACTIONS BEFORE YOUR FIRST DAY

Complete Section 1 of your online I-9 Employment Eligibility Verification Form. You will receive an email from HireRight with instructions.

Gather [I-9 documents](#) that you will need to
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determine a date for [New Employee Orientation](#), and learn where to go, what to bring and what to expect on your first day.

Your supervisor schedules your New Employee Orientation. You will receive an email confirmation from People Development.

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YOUR FIRST WEEK AND BEYOND

Order your [DU Purchasing Card](#) (P-Card) and [register](#) for a Pioneer Travel & Expense training class if you will be traveling or making business purchases for DU.

If you will be supervising hourly employees (especially students who may have multiple jobs at DU), [register](#) for a PioneerTime for Supervisors of Non- training class.

Visit the [+5, & 2 QER DUGLQJ 1 HZ +L](#) [2 ULHQ Web Page](#) and complete the remaining tasks under First Week and Beyond