New Employee Checklist & Resource Guide

Welcome to UVM! We're so excited you're here! The following is a checklist aimed to help make your onboarding process smooth. Please don't hesitate to reach out to our central HR team at HRInfo@uvm.edu if you need any additional support.

Before your first day :

- Set up your UVM Net ID
- Print your First Day Parking Pass if you'll be driving to campus
- Log into PeopleSoft, where you can:
    - Set up Direct Deposit
    - Update your contact info

Download Apps:

- CATSafe app
- Duo Mobile
- GET Mobile App (once on campus you'll go to the CATCard office to get your ID)

Welcome! Day One:

- Attend the benefits info

‰ Visit CATCard office

- o [Libby](#) (eBooks and Audiobooks)
- o [Staff Council Discounts](#)

Additional Benefits

[Tuition Remission](#)
[New York Times Digital Subscription](#)
[Headspace Subscription](#)
[LinkedIn Learning](#)
[Commuter Benefit Program](#)
[VT BlueCross Member Discounts](#)
[Staff Emergency Loan Fund](#)
[Staff Professional Development Fund](#)

Transportation & Parking

UVM employees can take the [Green Mountain Transit](#) local and commuter routes to campus for free. Download the [Transit app](#) to determine the right bus for you.

Discounted [Bird Bikeshare](#) rates when you use y our UVM email address to register.

[UVM Bike Co-op](#) Repair and Rental Shop

[CATMA's Walk/Bike Rewards Progr am](#)

[CATMA's Guaranteed Ride Home Program](#)

[Carpool Program](#) & [Vanpool Program](#) – drive together and save! Access to premium parking locations

[Daily Virtual Parking Permits](#) – pay only when you need to park on campus.

[EV Charging Stations](#) – over 20 opportunities to charge on campus.

[Annual Parking Permit](#) – lots assigned based on work address.

We are a University, and academic communities value their responsibility to uphold free speech, academic e pd.52 -1 (ca)-1g.

2. See something – say something. Reports are not to "get someone in trouble." Rather, they provide   an opportunity to help someone   – and the broader campus community –   before trouble occurs. Early recognition and intervention are the best options.
3. Download and familiarize yourself with the LiveSafe app.
4. Share this information with your friends and colleagues.

For reporting options, beyond direct threats or emergencies, visit our   Unified Campus Reporting Portal.

For additional details about reporting threats and concerning behavior please visit our threat recognition and reporting page.