

YOUR FIRST YEAR AT THE UNIVERSITY OF KENTUCKY

ONBOARDING MILESTONES

First week

Meet your management team and fellow staff

Get to know your office and work area

First 30 days

Work with your supervisor to understand the expectations of your job

Complete training specific to the university, your department or job

First 60 days

Meet regularly with your supervisor for feedback about work performance and progression.

Learn more about your role and UK in general

End of 90-day orientation

Meet with your supervisor to discuss your successful completion of the orientation period and complete required paperwork

First six months

Continue to build your peer network

Check in with your supervisor to make sure you are on track with meeting work expectations

One-year anniversary

Meet with your supervisor to discuss professional development opportunities so you can continue to successfully grow in your role



ONLINE ACTIONS

First 30 days

Complete online University New Employee Orientation via myUK Learning

Visit this [site](#) to learn more about myUK Learning

Enroll in your benefits via myUK Employee Self Service within 30 days of your start date

Visit this [site](#) to learn more about enrolling in your benefits

Set up your [payroll direct deposit](#) and consider [online W-2 election](#)

First 30-60 days

Complete system access training as it applies to your job

Refer to the online Staff Handbook for additional information to help you get familiar with working at UK: <https://hr.uky.edu/staff-handbook>

Annual benefits open enrollment

Once you sign up for your benefits, outside of a major life event, your only opportunity to change them will come during each year's open enrollment period, generally in late April through early May.

That's when you can log in to myUK and make any changes for the upcoming year that begins July

Questions about University New Employee Orientation?
Email NewEmployeeOrientation@uky.edu

