YOUR FIRST YEAR AT THE UNIVERSITY OF KENTUCKY

**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

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**ONBOARDING MILESTONES**

<table>
<thead>
<tr>
<th>Start date</th>
<th>30 days</th>
<th>60 days</th>
<th>90 days</th>
<th>One year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First 30 days</strong></td>
<td>Complete online University New Employee Orientation via myUK Learning</td>
<td></td>
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</tbody>
</table>
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 |
| **First 30-60 days** | Complete system access training as it applies to your job |
| **First 90 days** | Refer to the online Staff Handbook for additional information to help you get familiar with working at UK: [https://hr.uky.edu/staff-handbook](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

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ONLINE ACTIONS:

Set up your payroll direct deposit and consider online W-2 election