



University College Cork, Ireland  
Coláiste na hOllscoile Corcaigh

## Employee Checklist - On Arrival

|   | Task  | More Information  |
|---|---|---|
| ✓ | Do you have your staff email and IT account?  | Contact <a href="#">IT Services</a><br>Tel. - Ext. 2120<br><br>Check out <a href="#">IT Services New Staff Onboarding</a>                               |
| ✓ | Have you access to ESS (Employee Self Service) Portal to apply for leave, view salary payments and access to training?  | If not, contact <a href="mailto:hrissupport@ucc.ie">hrissupport@ucc.ie</a><br><br>See <a href="#">here</a> for more details                             |
| ✓ | Do you have a Personal Public Services (PPS) Number?  | See <a href="#">here</a> for more details   |
| ✓ | Do you have an Irish Bank Account?  | Information available at this <a href="#">link</a>  |
| ✓ | Have you got your <a href="#">Staff Card</a> ?  | Email <a href="mailto:staffidcards@ucc.ie">staffidcards@ucc.ie</a> to request a card.<br>Contact local administrator for access                         |
| ✓ | Have you registered for tax credits and cut off with Revenue if it is your first time working in Ireland?   | <a href="#">Register for myAccount (revenue.ie)</a><br>Contact <a href="mailto:payrollqueries@ucc.ie">payrollqueries@ucc.ie</a> for further information |
| ✓ | Have you had a tour of the school or unit and met the key contacts in your area?  | Contact your Manager  |
| ✓ | <b>Policies</b> <ul style="list-style-type: none"><li>Has your manager advised you of “local procedures ” regarding working hours, holidays and sick leave?</li><li>Has the safety Statement been brought to your attention along with applicable Risk Assessments?</li></ul> | See <a href="#">here</a> for details of all policies  |
| ✓ | <b>Role and Responsibilities</b> <ul style="list-style-type: none"><li>Have you discussed your duties with you Manager?</li></ul>   | Speak to your Manager and see your Candidate Brief relating to your position  |

|   | Task   | More Information   |
|---|--|--|
| ✓ | <p><b>Training Supports</b></p> <ul style="list-style-type: none"> <li>• Have you discussed training needs with your manager?</li> <li>• UCC Orientation <a href="#">Dates</a></li> <li>• Your mentor is named in your contract. We would encourage you to attend the next <a href="#">mentoring workshop</a>.</li> <li>• Have you completed your <a href="#">GDPR</a> training?</li> <li>• <a href="#">Health &amp; Safety</a> training: E-learning and face to face</li> </ul> | <p>Discuss with your Manager</p> <p><a href="#">Training and development website</a> or email <a href="mailto:traininganddevelopment@ucc.ie">traininganddevelopment@ucc.ie</a></p> |
| ✓ | <p><b>Emergency Procedures</b></p> <ul style="list-style-type: none"> <li>• Have you familiarised yourself with the emergency response procedures in your area and the University in general? Do you know where your assembly point is, contact a first aider and raise the alarm if needed?</li> <li>• Do you wish to include your mobile number on a staff database as part of UCC Emergency Plan Staff Texting Service?</li> </ul>  | <p><a href="#">Health &amp; Safety Emergency Procedures</a></p> <p>Email <a href="mailto:corporatesecretary@ucc.ie">corporatesecretary@ucc.ie</a> with mobile number</p>           |
| ✓ | <p><b>Workstation Setup</b></p> <ul style="list-style-type: none"> <li>• Check your <a href="#">workstation</a> is set up correctly. For office and remote working locations if applicable.</li> <li>• Have you completed the mandatory Health &amp; Safety training</li> </ul>  |  |

If you need any additional information [hrqueries@ucc.ie](mailto:hrqueries@ucc.ie)