

Employee Checklist - Before You Arrive

	Task	More Information
✓	<p>Have you returned your HR documentation?</p> <ul style="list-style-type: none"> • Contract of Employment • Group Personal Accident Insurance Scheme form • Staff Records Form • Direct Pay Form • Disability Form • Pension Related Deduction Employment Declaration • Verification of Qualifications Form • Please email copy of Birth Certificate • Please complete pre-employment medical assessment questionnaire online (link available on contract) • Sign Sheet – receipt of Key University Policies • Garda Vetting (if applicable) 	<p>Relevant documents will be detailed on your contract. Your HR documentation should be emailed to your Recruitment Administrator.</p>
✓	Are you moving from abroad?	See here: Moving to Cork
✓	Are you familiar with the campus map?	See the Campus Map
✓	Do you know your work location?	Check with your manager
✓	<p>Do you know where to go on your first day?</p> <ul style="list-style-type: none"> • What time should you arrive? • Where do you go? • Who will meet you? 	<p>Your manager should provide this however if you do not have their details contact your Recruitment Administrator</p>
✓	How will you be travelling to work?	See UCC Commuting section
✓	Car Parking Information	See UCC Car Park details Email hrqueries@ucc.ie for information
	If you need any additional information, contact your Recruitment Administrator or email hrqueries@ucc.ie	Contact your Recruitment Administrator