



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 IT Services with your staff number Tel: 021 4902120 (Option 1) Check out IT Services New Staff Onboarding
✓	Have you access to ESS (Employee Self Service) Portal to apply for leave, view salary payments and access to training?	If not, contact hrissupport@ucc.ie See here for more details
✓	Do you have a Personal Public Services (PPS) Number?	See here for more details
✓	Do you have an Irish Bank Account?	Information available at this link
✓	Have you got your Staff Card?	Email staffidcards@ucc.ie to request a card. 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?	Register for myAccount (revenue.ie) Contact payrollqueries@ucc.ie for further information
✓	Have you had a tour of the school or unit and met the key contacts in your area?	Contact your manager
✓	Policies <ul style="list-style-type: none"> Has your manager advised you of “local procedures” regarding working hours, holidays and sick leave? Has the safety Statement been brought to your attention along with applicable Risk Assessments? 	See here for details of all policies
✓	Role and Responsibilities <ul style="list-style-type: none"> Have you discussed your duties with you Manager? 	Speak to your Manager and see your Candidate Brief relating to your position
✓	Training Supports <ul style="list-style-type: none"> Have you discussed training needs with your manager? UCC Orientation Dates Your mentor is named in your contract. We would encourage you to attend the next mentoring workshop. Have you completed your GDPR training? 	Discuss with your Manager Training and development website or email traininganddevelopment@ucc.ie

	<ul style="list-style-type: none"> • Health & Safety training: E-learning and face to face 	
✓	<p>Emergency Procedures</p> <ul style="list-style-type: none"> • 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? • Do you wish to include your mobile number on a staff database as part of UCC Emergency Plan Staff Texting Service? 	<p>Health & Safety Emergency Procedures</p> <p>Email corporatesecretary@ucc.ie with mobile number</p>
✓	<p>Workstation Setup</p> <ul style="list-style-type: none"> • Check your workstation is set up correctly. For office and remote working locations if applicable. • Have you completed the mandatory Health & Safety training 	

If you need any additional information hrqueries@ucc.ie