NEW EMPLOYEE

PREBOARDING GUIDE

CONNECTING YOU TO BU!



Boston University Human Resources
Talent Recruitment Services

Rev. October 2023



Prior to Day One

Before your start date, you are required to complete the following tasks:

Submit Creative Services, Inc. (CSI) Background Check

You will receive an email from CSI with a link to complete the necessary information. You will have 48 hours from receiving your offer letter to complete this. Please note some positions will require an additional CORI/SORI form, which will be communicated to you by your Talent Recruitment Specialist.

Complete Self-Identification Form

An email will be sent inviting you to voluntarily self-identify your disability and veteran status. For more information please visit the Equal Opportunity Office's website.

If Applicable: Complete OHC or ROHC Clearance

Some jobs require pre-employment clearance by Occupational Health or Research Occupational Health (ROHP). If necessary, a Talent Specialist will communicate to you and provide further instructions.

Create BU Login & Kerberos Password

A few days prior to your start date, you will receive emails regarding account creation and access to Red Carpet, our onboarding portal.

- Account Creation: You will receive a welcome email prompting you to create a unique BU email and password.
- If you have a previous affiliation with the university, you will receive alternative instructions to upgrade your account.
- Red Carpet: Once your BU account has been created, you will receive a link to our Red Carpet Portal to complete additional onboarding tasks.
- You will also receive an email containing your BUID number, which you will need in order to request your Terrier Card.

Complete your Form I-9

All new employees must complete their Form I-9 within three days of their hire date or BU account access will be revoked. Remote I-9 Instructions will be sent to your personal email during the week prior to your start date.

*Non U.S. citizens or lawful permanent residents: Contact the International Student & Scholar's Office to complete the Form I-9.

WELCOME



Congratulations on your new role at Boston University! This guide is designed to help you start your onboarding journey and provide resources you need to go from new employee to BU Terrier!

Included you will find information on:

- Actions needed prior to your start date.
- Resources to prepare you for your first day.
- An outline of what to expect your first week.

If you have any questions during your onboarding experience, you can reach out by email at onboard@bu.edu or call the HR Service Center at 617-353-2380.

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Preparing for Day One

Prior to your start date, your manager will give you more information on where to go on your first day and what to expect, including guidance on your workspace and equipment. Below are additional resources to help prepare for your first day:

Campus Information

- Take a Virtual Tour of campus to learn more about campus life and BU in Boston!
- Or use our Interactive Campus Map to find coffee, lunch, banking, transportation & more around all three campuses.
- New to Boston? View WBUR's Field Guide to Boston to explore the city's neighborhoods and culture! WBUR is Boston's NPR news station and has a strong affiliation with Boston University.

Parking & Transportation

- While you will not be able to apply for permits and passes until your start date, you can visit the Parking & Transportation website for information on commuter options.
- Parking & Transportation Services will also be reviewed during orientation.

Contacts

HR Service Center:
hr@bu.edu | 617-353-2380

IT Office (CRC & Fenway):
ithelp@bu.edu | 617-353-4357

IT Office (MED):
bumchelp@bu.edu | 617-358-4540
(Note: If you are using a BMC email, contact IT to link your BU email address)

Parking & Transportation Services:
parking@bu.edu | 617-353-2160

Payroll office:
bupay@bu.edu | 617-353-2270

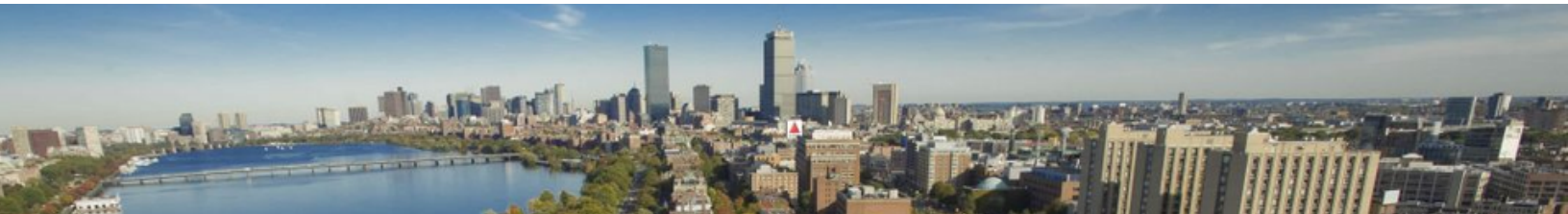
Terrier Card

- Review how to request your ID Card:
  - Charles River Campus (CRC) & Fenway Campus: Complete the Terrier Card Request Form online.
  - Medical Campus (MED): Visit the MED ID Office, located on the ground floor of 650 Albany Street (X Building). The ID Office can be reached at 617-358-7603 or MEDID@bu.edu. An appointment is not required.

Benefits

- Review the HR New Employee Orientation slides, which include information on benefits, perks, discounts, and resources. These slides will be covered in-depth during your orientation session.
- Visit the Benefits Education Center to learn more your benefits.

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Day One & Beyond

This section is designed to walk you through key tasks that need to be completed following your start date. Please note, these tasks cannot be completed until your first day, provided you have successfully created your BU login.



HR New Employee Orientation

If you are working at least 50% of a full-time schedule with an assignment duration of at least 9 months, attend New Employee Orientation from 9am-12pm via Zoom. An email will be sent to you the Friday prior to your scheduled orientation with the Zoom link. .

Complete your Benefit Elections

You have 30 days following your orientation date to enroll. If you do not enroll during this time, your next opportunity to enroll will be during the next open enrollment period, unless you have a life or career event, as determined by the University.

Review Employee Handbook

Our Employee Handbook contains important information about our policies, procedures, and benefits. Familiarize yourself with our culture, expectations, and values by viewing our institution-wide polices and procedures on our Policies Website.

Get Familiar with BUworks

The BUworks Employee Self-Service (ESS) portal is where employees can view and update personal information, access benefits information, enter time, view pay statements, and more. Please note, you will not have access to this portal until your first day.

Sexual Misconduct Prevention Training

All new employees are required to complete this training. It will be assigned to you within your first few days and will need to be completed within 14 days..

Remote Work Request Form

To be considered for a Remote Work Arrangement, all new employees will need to complete a Remote Work Request Form. Please work with your manager for further instructions and guidelines.





Looking Ahead...

We are excited to have you join our dynamic and vibrant community!
If you have any questions about the information in this guide, please contact our Human Resources department for assistance.

Next Step: Please work with your manager to learn more about your department's onboarding processes, as they will be your primary point of contact for any department-specific information or training that you may need.



Welcome!