Checklist

# Regenstein Library-1100 E. 57th Street

Obtain UChicago ID card

To activate your access to the Searle building, please contact building manager Mike Reedy at [mreedy@uchicago.edu](mailto:mreedy@uchicago.edu) or visit his office located in the Searle Chemistry Building room 134. His assistant, Laura Luburich, can also assist you.

# Workday Tasks

Your paycheck and ability to sign up for insurance is dependent on the timely correct completion of Workday forms.

# Garnett Powers

You have within 30 days from your start date at the University to enroll for benefits please visit <https://clients.garnett-powers.com/pd/uchicago/> or contact Garnett Powers for more details Monday – Friday, 10:30am – 7:00pm (Central) Call:1-800-261-7109

# OIA

For immigration questions please contact the Office of International Affairs. Their staff is specially trained to assist with immigration matters. (OIA is located inside the Press Building, 1427 E 60th St. second floor suite 251)

# Ethics Training

There is an ethics training course that you are required to take. Please complete this course no later than 3 days after your appointment start date. Your CNET will be needed to take this training. Please go to **https://physicalsciences.uchicago.edu/resources/university-policies/rcr-training/** Upon completion of the training please email me both certificates. I will maintain a file of the certificates in my office in case we have to prove compliancy.