

## First Week on Campus Checklist

### Human Resources Orientation

- Review [Summary of Benefits](#) prior to Human Resources Orientation
- Attend the **mandatory** Human Resources Orientation
  - An email will be sent to your ND email address with date/time of orientation
  - Bring with you any original documentation you will need to complete payroll and/or tax treat forms.
  - Explanation of the benefit plans will be covered during orientation

### Lab Orientation (if applicable)

- Attend lab orientation – check with your department for date/time of session