

New Employee

PREBOARDING GUIDE

Connecting You to BU!



WELCOME



Congratulations on your new role at Boston University!

This guide is designed to help you start your onboarding journey and provide you with the 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, please refer to our [New Employee website](#) or contact us at hr@bu.edu | 617-353-2380.

Sincerely,
The BUHR Onboarding Team

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 ROHP 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 from IThelp@bu.edu regarding account creation and access to Red Carpet, our onboarding portal.

- Account Creation: You will receive a welcome email prompting you to create or update (if you have a previous University affiliation) a unique BU email and password.
- 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.

*Boston University provides reasonable accommodations to qualified individuals with disabilities and those who are pregnant or have a pregnancy-related condition who require accommodations to safely and effectively perform the essential functions of their positions. You can learn more and request an accommodation via the [Equal Opportunity Office](#).

Preparing for Day One

Your manager will give you information on where to go on your first day and what to expect. Below are additional resources to help prepare for your first day:

● Campus Information

- Take a [Virtual Tour](#) 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.*

● Transportation Services

- While you will not be able to apply for permits and passes until your start date, you can visit the [Transportation Services](#) website for information on commuter options.
- Parking & transportation information will also be reviewed during New Employee Orientation.

● Terrier Card

- Review how to request your Boston University 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 New Employee Orientation session.
- Visit the [Benefits Education Center](#) to learn more your benefits.

Contacts

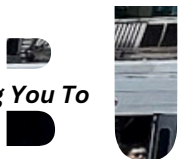
HR Service Center:
hr@bu.edu | 617-353-2380

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)

Transportation Services:
transportation@bu.edu | 617-353-2160

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



Day One & Beyond

This section is designed to walk you through key tasks that need to be completed following your start date.*

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 policies 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.

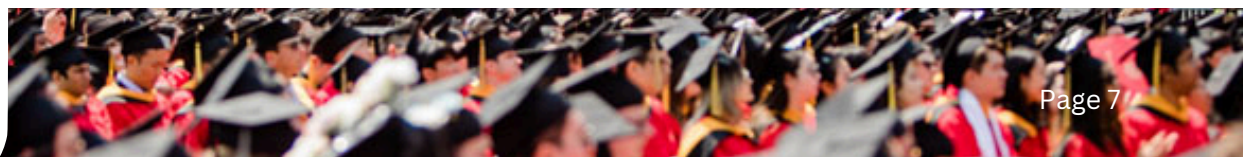
Sexual Misconduct Prevention Training

All new employees are required to complete the Sexual Misconduct Prevention and Harassment & Discrimination Prevention Training. It will be assigned to you within your first few days and will need to be completed within 14 days.

Campus Connects: Bridging BU

RSVP to attend Campus Connects: Bridging BU. This in-person event provides information on navigating your career at BU and also provides opportunities to meet representatives from various University offices and connect with other new employees.

Please note, these tasks **cannot be completed until your first day, provided you have successfully created your BU login.*





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.

