

First Day

Welcome!

Please discuss the following topics with your Principal Investigator/Supervisor on your first day:



- ✓ Attendance Policy and Call-out procedures (e.g., late arrival, sick, vacation requests, etc.)
- ✓ Meet your Principal Investigator (PI) and Supervisor
- ✓ Job Description and Performance Expectations
- ✓ eTimesheet deadline
- ✓ Emergency contact information and procedures
- ✓ Applicable safety trainings and mandatory work-related injury/illness reporting
- ✓ [Apply for RCUH ID Card](#)

We suggest that you complete the following on your first day:



- ✓ Schedule to attend a RCUH New Hire Orientation Presentation via the Training Portal. The New Hire Orientation is mandatory for all new hires.
- ✓ [Create a UH email account/UH ID number](#)
- ✓ Log into the [RCUH Training Portal](#) - Please confirm your training requirements with your supervisor.
- ✓ Note: All RCUH new hires are required to complete mandatory trainings, which include EEO/sexual Harassment Prevention, Ethics and Workplace Violence Prevention. Please consult your PI or supervisor for your specific training requirements.

RCUH.com - [Employee Training Portal](#)

RCUH.com - [Employee Self-Service](#)

[UH-RCUH Compliance Training FAQs](#)

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