# Week 1 Onboarding Schedule – Employee Name

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| **Monday** | | | |
| Time | Location | Details | Goals/Misc. |
| 8:30-9 a.m. | Jacobs | Supervisor will greet you and show you to your office | * Review [School of Management Internal Resources](https://management.buffalo.edu/internal.html) * Begin bookmarking important pages/links in Google Chrome * Set up [email signature](https://management.buffalo.edu/internal/communications-tools/setting-up-your-email-signature.html) * Set up voicemail |
| 9:30 a.m. | TBD | IT setup with Denise |
| 11 a.m. | TBD | Independent time – [HR Admin Gateway](https://www.buffalo.edu/administrative-services.html) |
| 12:30 p.m. | TBD | Lunch |
| 2 p.m. | TBD | Tour of Jacobs and Alfiero buildings |
| **Tuesday** | | | |
| Time | Location | Details | Goals/Misc. |
| 9:30 a.m. |  | Go over upcoming events and other key dates | HR Admin Gateway   * Review website, forms, payroll calendars, etc. * [EMS](https://spacerequest.buffalo.edu/evntwebapp/) for most room reservations |
| 11 a.m. |  | School of Management department and office overviews |
| 1 p.m. |  | Meet with School of Management HR |
| **Wednesday** | | | |
| Time | Location | Details | Goals/Misc. |
| 9 a.m. | TBD | IT and Facilities meeting (Densise Adamski and Dave Costello) | [UB EDGE](https://shibboleth.buffalo.edu/idp/profile/SAML2/POST/SSO?execution=e2s1) Trainings   * Handling Data Safely * SUNY Time and Attendance System: M/C Professional and UUP Employees |
| 1 p.m. |  | Business office overview with Erika, Melissa Korte, April Anthony ([Concur](https://www.buffalo.edu/administrative-services/business-travel/travel-expense-reimbursement-system.html), [SIRI](https://siri.buffalo.edu:9503/bi-security-login/login.jsp?msi=false&redirect=L2FuYWx5dGljcy9zYXcuZGxsP2JpZWVob21lJnN0YXJ0UGFnZT0xJmhhc2g9b0poOWxqZVJ4VGhtb2s3cklrbVl4ckM4bmNrZ3JlX0twenVHOE93THprdHg3Y19TTEZ3Q0NpcnJ3NTRVc2FrRA==), [Financial Guidelines and Policies](https://www.buffalo.edu/administrative-services/managing-money/finance-guidelines-policies.html)) |
| **Thursday** | | | |
| Time | Location | Details | Goals/Misc. |
| 10:30 a.m. |  | Introductory meeting with Melissa Ruggerio, Director of CRC | UB EDGE Trainings   * New Employee Welcome: Your Guide to using the NEW System * Workplace Violence Preventation Training |
| 1 p.m. |  | Meet and greet with the Career Resource Center (CRC) team |
| 2 p.m. |  | Introductory meeting with Sara Langston, Director of GPO |
| **Friday** | | | |
| Time | Location | Details | Goals/Misc. |
| 9 a.m. |  | School of Management, full faculty and staff meeting | Email Inboxes   * Review incoming/sent communications, attachments types, etc. |
| 11 a.m. |  | Independent time |
| 2:30 p.m. |  | Week wrap-up |