

Employee Onboarding Checklist

Complete all required steps to finalize the onboarding process



University of
Pittsburgh

Office of
Human Resources ®

Name: _____

Date: _____

For All New Hires and Rehires (see reverse for transfers)

- ☐ **Step 1: Open your email E-Offer to log into Talent Center**
Open the email and click the link to go to join.pitt.edu and begin your E-Offer acceptance process.
- ☐ **Step 2: Accept E-Offer and complete all assigned tasks**
Click "NEXT" at the bottom of each step, then click "SUBMIT" on the last page.
Please see note at the bottom of this document if your position requires completion of Child Protection Clearances (CPCs) prior to your start date.
- ☐ **Step 3: Complete your Form I-9, Section 1**
- ☐ **Step 4: Schedule your I-9 Section 2 appointment**
Use the [Appointment Scheduler](#). This can be completed prior to orientation; you have three days from your start date to complete this step. Bring the required Form I-9 documents (see [list of acceptable original documents](#)).
- ☐ **Step 5: Complete tax documents**
New hires and rehires must complete 12 assigned tasks in join.pitt.edu (eight for transfers) and are additionally required to complete the Form I-9, Section 2 appointment and Equifax tax forms.
- ☐ **Step 6: Attend New Hire Orientation (Staff, All-Temps, & Temporary Employees Only)**
Attend orientation on your assigned start date. Your recruiter or HR representative will provide further details beforehand.
- ☐ **Step 7: Activate your [University Computing Account](#)**
You will receive setup instructions by email within 48 hours; sent to the address you applied with at join.pitt.edu.
- ☐ **Step 8: Obtain your Panther Card (Pitt ID)**
Wait for Panther Central or the ID Center (for Regional Campuses) to contact you to submit your photo for a mobile or physical Panther Card. More info: pc.pitt.edu/pitt-id.

Key difference: New hires with Child Protection Clearance (CPC) required

New hires must complete Child Protection Clearance (CPC) screening with ProVerify within the first 10 days prior to the start date. This includes an FBI clearance (fingerprinting appointment scheduled with IdentoGO), PA State Police (PATCH) clearance, and a Childline clearance. Once CPCs are complete, the new hire continues with Steps 3 through 8.

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Complete all required steps to finalize the onboarding process

Name: _____ Date: _____

For All Transfers (see reverse for new hires and rehires)

- ☐ **Step 1: Open your email E-Offer to log into Talent Center**
Open the email and click the link to join.pitt.edu and begin your E-Offer acceptance process.
- ☐ **Step 2: Accept your E-Offer and complete all assigned tasks**
Click "NEXT" at the bottom of each step, then click "SUBMIT" on the last page.
- ☐ **Step 3: Verify your login credentials via single sign-on access**
Confirm you can log in at my.pitt.edu with your single sign-on email address; update your password if necessary.
- ☐ **Step 4: Obtain your updated Panther Card (Pitt ID)**
Wait for Panther Central or the ID Center (for Regional Campuses) to contact you to submit your photo for a mobile or physical Panther Card. More info: pc.pitt.edu/pitt-id.

Key difference: New hires with Child Protection Clearance (CPC) required

New hires must complete Child Protection Clearance (CPC) screening with ProVerify within the first 10 days prior to the start date. This includes an FBI clearance (fingerprinting appointment scheduled with IdentoGO), PA State Police (PATCH) clearance, and a Childline clearance. Once CPCs are complete, the new hire continues with Steps 3 through 4.