

# New Employee Checklist

## Getting Started:

### [Get your EMPLID](#)

An EMPLID is a unique, nine-digit number issued to all FSU employees. The EMPLID is required to activate an [FSUID account](#).

### [Activate your FSUID](#)

Upon completion of the hiring process, new employees will need to [activate their FSUID](#). Follow the instructions for identifying yourself and set up a password. This action will also create your FSU email account and address. Once you have successfully obtained and activated your FSUID, you will be able to access all FSU systems.

### [Get your FSU Card](#)

The FSUCard is the official identification card for Florida State University. It is your Full Seminole Access to campus life. Many facilities and events that you can attend and/or participate in will require that you have a valid FSUCard. Visit the [FSU Card web site](#) for details or review the FSUCard Center's [FAQs](#).

### [Get an FSU Parking Permit](#)

Visit Transportation & Parking Services website to purchase a parking permit online (and answers to other parking questions). Salaried new hires can sign up for their Virtual Parking Permit and authorize the corresponding payroll deduction when completing the New Employee Wizard. A temporary parking permit will be generated which will be effective for 15 days following the hire date. The temporary permit will be available to print following the employee completing the Wizard. This will eliminate the need for new hires to visit Transportation & Parking Services (TAPS) in person to sign up for parking. New Employees requiring a gate card or gate opener will still need to contact TAPS and pay the fees associated with these items. You can contact TAPS at 644-5278, via email at [transportation@fsu.edu](mailto:transportation@fsu.edu), or visit their office (located in the Woodward Parking Garage, in the FSUCard Center).

OPS Employees do not have the option to sign up for parking via payroll deduction and will need to contact TAPS to order a virtual parking permit.

### [Complete New Employee Orientation \(NEO\)](#)

The University's New Employee Orientation program is available online for all newly hired employees to provide them with information concerning employee benefits, rules and regulations affecting employment, and University operating procedures. Orientation is mandatory for all employees. New Faculty members who attend New Faculty Orientation at the beginning of the academic year are not required to complete the online orientation.

## **Insurance Benefits and Retirement**

Please be aware there are time limits concerning the selection of insurance benefits and a retirement plan. Please review the [New Employee Orientation](#) presentation for Insurance, Retirement and Benefits for details. Information is also available on the [Human Resources Benefits website](#).

### **[Set up your Voicemail](#)**

Configure and use the FSU voicemail system.

## **Professional and Personal Development Training**

The [Office of Training & Organizational Development](#) (TOD) is responsible for assisting in the achievement of strategic goals and objectives of the FSU organization through a focused delivery of workplace training and personal development. Classes are available to all FSU employees free of charge. Visit the TOD website for course schedule and registration information.

Employees have unlimited access to free, online training videos on a wide range of software, design, and professional development topics through Lynda.com. Learn more by visiting [its.fsu.edu/Lynda](https://its.fsu.edu/Lynda).

Each semester, the [Office of Distance Learning](#) offers instructional workshops on a variety of topics.

The [Information Security and Privacy Office](#) provides online educational opportunities on how to protect yourself and the university from Cyber threats and Phishing.

### **[Faculty and Staff Fitness and Wellness](#)**

Information on fitness and wellness services available for faculty and staff.