

First Things First – Your Checklist

Even if you don't have time to read all the material you've received, or if you don't feel like it immediately, make sure to take care of these six things. Details are included in this packet of information you have received.

- _____ Review the information specific to your job classification to learn about your rights and responsibilities. An overview is provided in this packet. You can also find these on the web at www.uiowa.edu/hr/relations/hrrep/index.html
- _____ Know about your Benefits. Some deadlines are extremely important and can affect what happens to your health or retirement benefits. See the Benefits handout in this packet or call the Benefits Office to schedule an appointment with a Benefits Specialist. 319-335-2676
- _____ Review your paycheck for automatic payroll deduction items. Cancel those you will no longer need by contacting the specific departments on campus (i.e. Parking Office to cancel Parking deduction).
- _____ Connect with Iowa Workforce Development to find out information about unemployment insurance benefits. 319-351-1035 or www.iowaworkforce.org
- _____ Think about contacting Faculty and Staff Services/Employee Assistance Program (EAP) to visit with a counselor. The EAP provides free confidential psychological counseling for you and your family members, and referral for free financial counseling consultation. 319-335-2085.
- _____ Plan to attend the First Steps Program, a general information session to receive information on the layoff process and available resources. A list of session times, dates and locations will be emailed to you.

