

Human Resource Services
New Employee Onboarding Checklist
 HR Liaisons

Human Resources
 555 S Howes Street
 Campus Delivery 6004

Employee Name: _____	Employee #: _____
Job Title: _____	Position#: _____ Supervisor: _____

Prior to Start Date

- Prepare workspace
- [Background check](#)
- Offer Letter
- Parking pass for first day
- Supervisor call

Introduction, Orientation and Tours

- Introduce staff/coworkers (breakfast)
- Tour workspace, department layout and building
- Lunch with supervisor
- Campus tour to LSC
- [Parking information](#)
- [University Important Dates](#)

Human Resources

[\(New Hire Guides and Forms\)](#)

- Campus Administrative Portal (pay advices)
- Review pay schedules
- Employee assignment input into HRS Personnel/Payroll system
- Supervisor accompany to HR and payroll

Departmental Files

- [Conflict of Interest](#)
- Update department staff web page

Required Training

- [Online sexual harassment training](#)
- [University Employee Orientation](#)

Access Information

- ODS
- IRP&E data access
- Add to department distribution list
- Leave tool

Property and Equipment Set-up

- [Set up eID and email](#)
- PC setup including statistical software
- Keys and/or codes
- Long distance telephone access setup
- Voicemail
- Monthly phone bill instructions
- CSU ID

University Policies

[\(Office of Policy & Compliance index\)](#)

- Email, use of Campus Systems policy
- Policy on Use of University Resources
- [Inclement Weather policy](#)
- [Building Access and Security policy](#)
- [Holiday Schedule](#)
- [HRS Manual](#)
- [Faculty/Admin Pro Manual](#) (if applicable)
- [IT Security Policy](#)
- [FERPA](#)

Department Protocol

- Leave request procedures
- Review work hours and overtime
- Dress code
- Review pay schedules
- Employee study privilege
- Campus involvement
- Kitchen
- Lunches
- Supervisor one-on-one conversations

Role and Performance Expectations

- Copy of job description
- Performance Plan
- Performance Evaluation timelines
- CSU and IRP&E values and mission