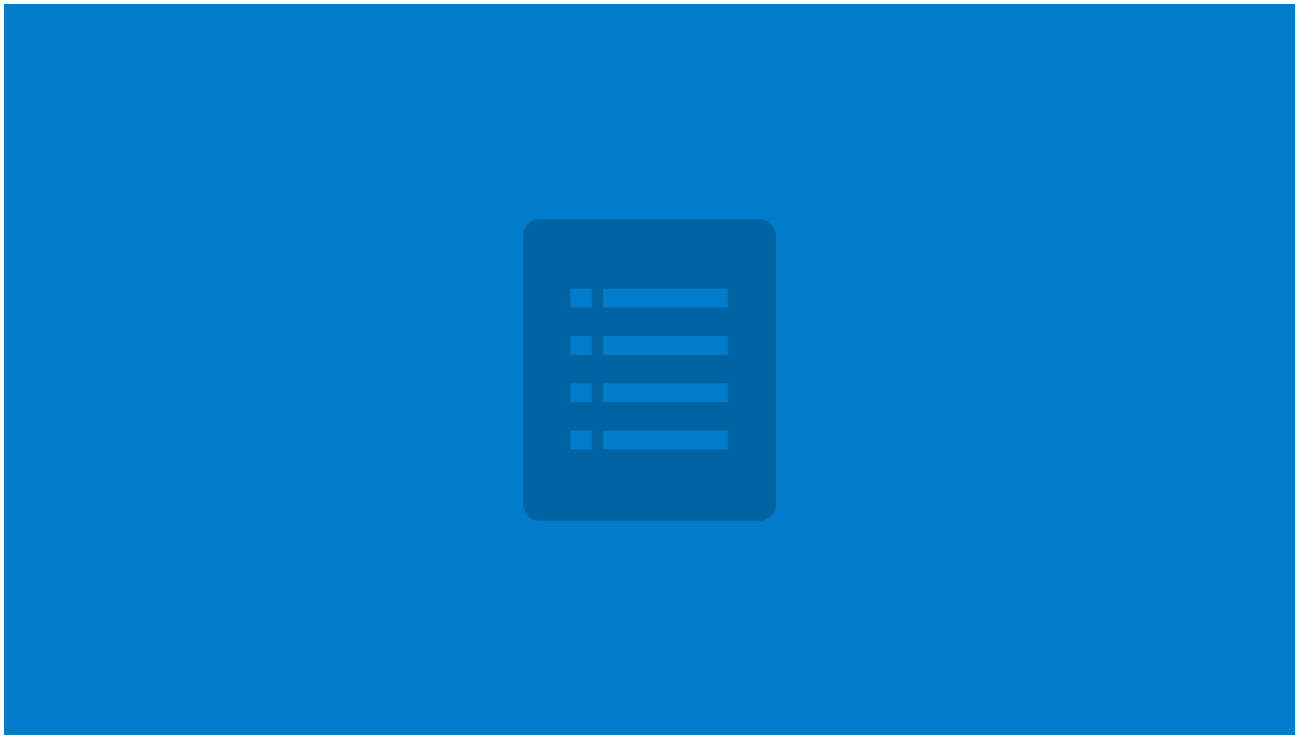
New Employee Checklist

The manager or administrator should complete this checklist in consultation with the employee. manager or administrator Should review the completed Checklist With the employee to Signing.



- [ ] Introduction to other staff members
- [ ] Confirmation that offer letter was received (and signed/returned to Financial Services if M&P)
- [ ] Enrolling for payroll, benefits and pension through the Human Resources Online Benefits Enrollment System using the enrollment code indicated in the letter of offer.
- [ ] Job description reviewed
- [ ] Tour of building conducted (e.g. lunch room, bathrooms, etc)
- [ ] Building access cards, keys and codes issued
- [ ] Computer network access activated (e.g. electronic mail, system ID's, LAN access, etc)
- [ ] I.D. cards issued
- [ ] Signing authority and company credit cards arranged for (e.g. financial accounts, store accounts and purchasing).
- [ ] University property issued
  - [ ] University equipment for home use (e.g. computer, cell phone, etc.)
  - [ ] Office equipment (e.g. binders, reference materials, files, etc.)
  - [ ] Work tools, equipment and protective gear

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