

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](#) completed (if applicable)
- Offer Letter

Introduction, Orientation and Tours

- Introduce staff/coworkers
- Introduce primary constituents/clients/customers
- Tour workspace, department layouts, etc.
- [Parking information](#)

Human Resources

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

- Biographical Data Collection Form
- Appointment Data Collection Form
- Employee assignment input into HRS Personnel/Payroll system
- Required Forms for initial employment completed and sent to HRS Records & Payroll

Departmental Files

- [Conflict of Interest/Conflict of Commitment](#) (if applicable)
- Update department organization chart

University Required Training

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

Access Information

- [HR System Access & Signature Authority](#)
- [Aries and/or Aries Web Access](#)
- [KFS Access](#)
- Other systems access
- Add to applicable listservs
- [Travel Card](#)
- [PCard](#)

Property and Equipment Set-up

- [Set up eID and email](#)
- PC setup
- Keys
- Specialized equipment issued
- Long distance telephone access setup
- Voicemail
- Monthly phone bill instructions
- Business cards/name plate, name tag, etc.
- CSU ID

University Policies

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

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

Department Protocol

- Timesheet and Overtime forms
- Leave request procedures and forms
- Review scheduled work hours, dress codes, department-specific protocols
- Review pay schedules
- Campus Administrative Portal (pay advices)

Role and Performance Expectations

- Copy of PDQ/job description
- Performance Plan
- Performance Evaluation timelines