



For BC HR consultant to review with new Classified, Professional Faculty, Academic Faculty and Post Doc employees.

Employee Information

Last Name _____ First Name _____ MI _____ University ID [] [] []
 Department _____ Hire Date _____
 Job Title _____ Employee Class _____ Position # _____

Purpose

Ensures new employees receive consistent information regarding conditions of employment, rights as university employees, available benefits, and resources.

Instructions

Within 3 days of employee's hire date...

Provide the following information to the new employee. The employee and the HR Consultant are to sign the form as verification that the required onboarding discussion took place.

Items to be Completed

Employment

_____ Required New Hire Paperwork:

<https://oscar.oregonstate.edu/Resources/SubNav.aspx?NavPage=14&submenu=T14>

_____ Getting To Know Your Business Center

<http://fa.oregonstate.edu/business-centers>

_____ Finance Brochure: HR Consultant to confirm that the appropriate finance contact has been notified of the new hire.

_____ Copies of Job Specific Information: signed offer letter, OSU org chart, welcome email

_____ Signing Up for ONID

<http://oregonstate.edu/helpdocs/e-mail/onid-e-mail>

<http://oregonstate.edu/helpdocs/welcome/onid-faq>

_____ Employee ID Card

<http://fa.oregonstate.edu/business-affairs/idcenter>

_____ "Getting Off To A Great Start" Document

<http://hr.oregonstate.edu/sites/default/files/training/documents/great-start.pdf>

_____ OHR New Hire Orientation/Training Schedule

<http://hr.oregonstate.edu/orient/newempres>

_____ Disability Access Services

<http://ds.oregonstate.edu/home/>

_____ Employment Verifications – The Work Number

<http://hr.oregonstate.edu/main/documents/employment-verification>

New Employee Onboarding Business Center HR Checklist

Payroll and Leave

_____ Payroll Policies

<http://oregonstate.edu/fa/manuals/pay>

_____ Less Than 1.0 FTE Explanation: HR Consultant to explain pro-rated accruals and other differences to new hires who are less than 1.0 FTE.

_____ Sample Earnings Statement

<http://hr.oregonstate.edu/main/documents/earnings-statement-sample>

_____ Pay Periods

<http://fa.oregonstate.edu/pay/100>

_____ How to Set Up Direct Deposit

<http://fa.oregonstate.edu/business-affairs/how-set-direct-deposit>

_____ Online Services

<http://oregonstate.edu/main/online-services>

_____ Leave Policies:

- | | |
|--|-------------------------------------|
| _____ Sick | _____ Bereavement (classified only) |
| _____ Vacation | _____ Personal (classified only) |
| _____ Comp | _____ Exchange (classified only) |
| _____ Jury Duty | _____ Special Day (classified only) |
| _____ Governor's Day (unclassified only) | |

http://hr.oregonstate.edu/files/documents/general/leave_admin_pol.pdf

http://www.ous.edu/sites/default/files/dept/hr/files/collbarg/cba201315_2_13_14.pdf

_____ Holiday Schedule

<http://hr.oregonstate.edu/benefits/leaves/holiday-schedule>

_____ Inclement Weather Policy

<http://mytime.oregonstate.edu/enter-time-inclement-weather>

_____ EmpCenter

<http://mytime.oregonstate.edu>

Benefits

_____ Benefits Office Contact Information: Contact information is at the bottom of the website

<http://hr.oregonstate.edu/benefits>

_____ Benefits Summary – Classified

<http://hr.oregonstate.edu/main/documents/benefits-classified-employees>

_____ Benefits Summary - Unclassified

<http://hr.oregonstate.edu/main/documents/benefits-academic-professional-employees>

_____ Dual-Career Couples

http://www.hercjobs.org/greater_oregon

_____ Services: Orange Rewards, Exercise Rewards, health & wellness programs, affiliate cards for family members, Valley library and Dixon access, etc.

<http://blogs.oregonstate.edu/newstudents/?tag=orange-rewards>

<http://hr.oregonstate.edu/benefits/health-wellness>

<http://oregonstate.edu/recsports/pebb-exercise-rewards-program>

<http://osulibrary.oregonstate.edu/>

<http://oregonstate.edu/recsports/dixon-recreation-center>

New Employee Onboarding Business Center HR Checklist

_____ FMLA /OFLA

<http://oregonstate.edu/admin/hr/document/pdf/fmla-faq>

_____ Worker's Compensation Resources

<http://hr.oregonstate.edu/benefits/workers-compensation-resources>

_____ Employee Assistance Program (EAP)

<http://www.cascadecenters.com/index.php?tray=topic&tid=top10557&cid=26>

Safety

_____ New Employee Safety Orientation http://oregonstate.edu/ehs/sites/default/files/pps/new_employee_orientation_11-14.ppsx

_____ "In Case of Emergency" Poster

http://emergency.oregonstate.edu/sites/default/files/osu_emergency_poster_8_5x11_1.pdf

_____ Emergency Procedures – Department of Public Safety

<http://fa.oregonstate.edu/publicsafety/campus-security-services/oregon-state-university-emergency-response-information>

<http://fa.oregonstate.edu/publicsafety/campus-security-services/department-public-safety-services>

_____ Department of Public Safety & Oregon State Police

<http://oregonstate.edu/dept/security/>

_____ Signing up for Campus Safety Alerts

<http://oregonstate.edu/helpdocs/safety-and-security/osu-alert>

_____ OSU Emergency Plan App

<http://emergency.oregonstate.edu/>

Transportation and Parking

_____ Campus and Community Transportation options: Beaver Bus, Carpool, Cycling, Motor Pool, Parking Services, Pedestrian, and Public Transit

<http://transportation.oregonstate.edu>

_____ City of Corvallis Connecting Services: Linn-Benton Loop, Philomath Connection, OSU Shuttle, 99 Express, Coast to Valley Express, Albany Transit, Linn Shuttle, North by Northwest Connector, Valley Vanpool / Ride Share, Benton County STF (Dial-A-Bus), Cascades West Ride Line, Bolt Bus, Hut Shuttle, Greyhound Bus, Amtrak-Cascades trains, Valley Retriever Shuttle.

<http://www.corvallisoregon.gov/index.aspx?page=182>

_____ OMNI Shuttle

<http://www.omnishuttle.com/>

General Information

_____ Rights & Responsibilities

_____ Faculty Handbook

_____ E-Book (for classified employees)

_____ University Policies & Procedures

_____ SEIU Bargaining Agreement (for classified employees and supervisors)

_____ Equity and Inclusion

_____ Mandatory Reporters of Child Abuse

<http://hr.oregonstate.edu/orientation/new-employee-resources/starting-out/rights-responsibilities>

New Employee Onboarding Business Center HR Checklist

_____ Smoke-free OSU

<http://oregonstate.edu/smokefree/>

_____ Union Information for Classified Staff

<http://hr.oregonstate.edu/orient/benefits/cl/seiu>

_____ Explain to classified employees that trial service is an extension of the selection process, as stated in their offer letter.

_____ Staff Policies and Procedures Manual

<http://hr.oregonstate.edu/manual/staff/toc>

_____ Location of University Ombuds Office Services

<http://oregonstate.edu/ombuds/>

Workplace

_____ My OSU Portal: Login with ONID username and password and select the "Employee" tab

<https://login.oregonstate.edu/cas/login?service=https%3A%2F%2Fmyosu.oregonstate.edu%3A443%2Fc%2Fportal%2Flogin>

_____ Campus Tour

<http://oregonstate.edu/visitosu/group-tours>

_____ Professional Development

<http://oregonstate.edu/training/>

_____ Dining on Campus: "Today's Hours" for all Dining venues available from University Housing & Dining Services

<http://oregonstate.edu/foodatosu/>

Inside OSU Website

<http://hr.oregonstate.edu/inside-osu>

- _____ New Employee FAQs
- _____ New Employee Resources
- _____ New Employee Training Topics
- _____ Benefits Overview
- _____ Work/Life Balance
- _____ Programs & Services:
 - _____ Health & Wellness
 - _____ Discounts of Interest
 - _____ Professional Development
 - _____ Faculty & Staff Resource Page

<http://oregonstate.edu/admin/hr/orient/newemplres/services>

Communicating with the OSU Community

_____ OSU Today: *OSU Today* is daily email newsletter for Oregon State University faculty and staff.

<http://lists.oregonstate.edu/mailman/listinfo/osutoday>

_____ OSU Calendar: OSU events open to the public can be submitted to the OSU online calendar.

<http://calendar.oregonstate.edu/>

_____ LIFE@OSU: This online faculty and staff news magazine offers feature stories, videos and photo galleries focused on the OSU community.

<http://oregonstate.edu/dept/ncs/lifeatosu/>

New Employee Onboarding Business Center HR Checklist

_____ **Inform-C Email Lists:** (Commonly known as INFORM OSU) All Inform-C email lists are visible in the global address book. The employee is added to the proper Inform-C email lists when their business center sets up their job in BANNER.

_____ **Daily Barometer:** The OSU student daily newspaper is published Monday through Friday during fall, winter and spring terms and on a limited schedule during summer term. The Barometer is a source of news for both students and faculty and staff.
<http://www.dailybarometer.com/>

For New Hires With a Supervisor Role

_____ **CORE Training (for supervisors)**
http://oregonstate.edu/training/course_view.php?crse_id=274

_____ **ELearning for Supervisors:** This website contains the study material for the CORE Training
<http://hr.oregonstate.edu/elearning/>

_____ **EvaS:** *EvaS* is an electronically-driven performance evaluation system designed to assist supervisors and employees to complete their annual goal-setting and appraisal tasks.
<http://hr.oregonstate.edu/evals>

_____ **EmpCenter:** Training links for the "My Time" website.
<http://mytime.oregonstate.edu/empcenter-training>

_____ **BOLI:** Bureau of Labor and Industries website.
<http://www.oregon.gov/BOLI/Pages/index.aspx>

If employee is classified, please complete the following section and scan with the new hire paperwork in Nolij. For all others, signatures are optional.

Date of Completion: _____

HR Consultant's Signature Date

Employee Signature Date

Printed name of HR Consultant

Printed Name of Employee

The above signatures confirm that the material has been reviewed with the new employee.

Check In:

Human Resources Consultant will check in with new employee in approximately 3 weeks to answer any new questions that arise.

New Employee Onboarding

BC HR Checklist Guide

Purpose: To assist the BC-HRC in utilizing the New Employee Onboarding BC HR Checklist. The goal of using the checklist is to ensure new employees receive consistent information regarding university resources, policies and procedures. This guide provides the necessary information that should be addressed with new employees in each section of the BC HR checklist.

Employment:

Make sure that the new employee accurately completes, and signs, all the necessary HR paperwork for their new position. Introduce them to the services provided by their Business Center. Provide them with BC HR contact information. Help them sign up for their ONID account if they have not already done so. Show them where to access new hire information online by pointing out links on the BC HR checklist. Emphasize the importance of attending the OHR New Employee Orientation/Training and provide them with the date/time of the next OHR NEO/Training. Explain the employment verification process. Give them directions to the ID center.

Payroll and Leave:

Show the employee where to find payroll policies online and how to sign up for direct deposit. Explain the following to them: their employment type, their FTE, OSU pay periods, pay days, holidays, and inclement weather policy. Explain the types of leave they are eligible for and the details of each leave type. Show them how to find the sample earnings statement. Familiarize them on how to use EmpCenter and where to find EmpCenter resources.

Benefits:

Do NOT go into detail on what benefits the new employee has, just give them a summary. Make sure they know that in order to receive benefits, they MUST enroll within 30 days of their hire date. **Give them the contact information for the Benefits Consultant who serves their unit.** Explain the Staff Fee Privilege benefit. Inform the new hire that some restaurants, movie theaters, and other businesses offer discounts to OSU students and staff – encourage them to ask about it when shopping in the community. Give them information on the EAP. Let them know about our FMLA and Worker's Comp resources and contacts.

Safety:

Tell the employee about the Safety Orientation which is now part of the monthly OHR NEO/Training. Show them where to find the various safety websites. Encourage them to sign up for campus safety alerts. Tell them about the blue lights on campus.

Transportation and Parking:

Show the new employee the various web sites for campus, city, and intercity transportation options. Inform them of on campus parking options and where to go to buy their parking permit.

General Information:

Show the new employee where to find the rights and responsibilities website and go over information that pertains to their employment type. Inform all new hires of the Mandatory Reporting responsibility and the Smoke Free policy. Show them the link to the Mandatory Reporting video. Show classified employees and supervisors where to find the Collective Bargaining Agreement. Explain trial service to classified employees. Let the employee know about the Ombuds services.

Workplace:

Show the new employee the "My OSU Portal" and give them some examples about what's available there. Let them know how to sign up for a campus tour and professional development. Let them know about dining on campus.

Inside OSU Website:

Show the new employee the "Inside OSU" website.