

## New Employee Checklist

### Employee Information (completed by Manager)

Full Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
Job Classification: \_\_\_\_\_ Position Number: \_\_\_\_\_  
ID #: G \_\_\_\_\_ My PCC Login: \_\_\_\_\_ (call x4400 to obtain)  
Manager Name: \_\_\_\_\_ Admin Name: \_\_\_\_\_  
Work Schedule: (e.g. M-F, 7:30-5:00) \_\_\_\_\_ (schedule attached: Y/N)  
First Assessment Date: \_\_\_\_\_ Details on the assessment process and assessment forms can be found online: <http://www.pcc.edu/hr/employment/assessment.html>

This checklist is designed to assist with an employee's onboarding process. Onboarding is a long-term process that begins before an employee's start date and continues at least through the end of probationary appointment. This Checklist is organized chronologically. The manager may add additional activities that are relevant to the new employee's area or are campus specific. The completed checklist is for employee/manager files only. Please do not send this form to Human Resources.

First Day	Completed Date
<input type="checkbox"/> I-9: Required documentation for starting work. Complete physical copy and submit to HR. <a href="http://www.pcc.edu/hr/employment/i9.html">http://www.pcc.edu/hr/employment/i9.html</a>	_____
<input type="checkbox"/> W-4: Required documentation for starting work. Complete physical copy and submit to HR. <a href="http://intranet.pcc.edu/pcc/forms.html#W">http://intranet.pcc.edu/pcc/forms.html#W</a>	_____
<input type="checkbox"/> Employee Information Form (EIF): PCC HR Document. Complete physical copy and submit to HR. <a href="http://www.pcc.edu/hr/employment/documents/employee-information.doc">http://www.pcc.edu/hr/employment/documents/employee-information.doc</a>	_____
<input type="checkbox"/> Parking Permit Request: Parking Permits are required when parking on campus. You may pay for a permit through a payroll deduction or by purchasing a daily pass on campus.. Permits may be picked up in Student Account Services. <a href="http://www.pcc.edu/resources/parking/staff.html">http://www.pcc.edu/resources/parking/staff.html</a>	_____
<input type="checkbox"/> Email setup: Online help using email and email policies. <a href="http://www.pcc.edu/resources/tss/email/">http://www.pcc.edu/resources/tss/email/</a>	_____
<input type="checkbox"/> Voicemail setup: Online help and tips for using VoIP phone and voicemail system. <a href="http://www.pcc.edu/resources/tss/training/materials/voip/phone.html">http://www.pcc.edu/resources/tss/training/materials/voip/phone.html</a>	_____
<input type="checkbox"/> PCC Identification Card: Photo ID badge provides building access. Take your photo and pick up IDs at Registration Services. <a href="http://www.pcc.edu/hr/employment/id-cards.html">http://www.pcc.edu/hr/employment/id-cards.html</a>	_____
<input type="checkbox"/> Supply Ordering: Contact the department admin for ordering office supplies, including furniture.	_____

First Week	Completed Date
<input type="checkbox"/> Timesheets: Record time worked and submit for approval. Documents available online. <a href="http://intranet.pcc.edu/finance/payroll/timesheets.htm">http://intranet.pcc.edu/finance/payroll/timesheets.htm</a> Part-time faculty and Work Study students <a href="http://www.pcc.edu/hr/compensation/web-time-entry/">http://www.pcc.edu/hr/compensation/web-time-entry/</a> All other employees	_____
<input type="checkbox"/> Direct Deposit (optional): To have paycheck deposited into a bank account. <a href="http://intranet.pcc.edu/departments/finance/payroll/documents/dirdepform-fillable.pdf">http://intranet.pcc.edu/departments/finance/payroll/documents/dirdepform-fillable.pdf</a>	_____

First 30 Days	Completed Date
<input type="checkbox"/> Policy Orientation: <i>Checklist of PCC Policies. Print, sign, and submit completed copy to HR.</i> <a href="http://www.pcc.edu/hr/employment/documents/policy-orientation.pdf">http://www.pcc.edu/hr/employment/documents/policy-orientation.pdf</a>	_____
<input type="checkbox"/> FERPA Training: <i>Online training regarding student privacy.</i> <a href="https://intranet.pcc.edu.view.pcc.edu/training/ferpa/">https://intranet.pcc.edu.view.pcc.edu/training/ferpa/</a>	_____
<input type="checkbox"/> Benefit Orientation: <i>Eligible employees must enroll in or decline benefits coverage within the first 30 days of employment. Orientations are available in-person, benefits materials are available online, and benefits specialists are available by phone or email.</i> <a href="http://www.pcc.edu/hr/benefits/orientation.html">http://www.pcc.edu/hr/benefits/orientation.html</a>	_____
<input type="checkbox"/> Banner Training: <i>In-person training on using PCC's data system. An online version is available upon request. Additional online tools and resources are available after initial training.</i> <a href="http://intranet.pcc.edu/departments/technology-solutions/training/banner-resources/">http://intranet.pcc.edu/departments/technology-solutions/training/banner-resources/</a>	_____
<input type="checkbox"/> Title IX Training: <i>Online Training on federal Title IX and PCC policy. Training link is sent by email from the Office of Equity and Inclusion to be completed in your first 60 days of employment. Additional resources on Title IX are available on the OEI website.</i> <a href="http://www.pcc.edu/about/equity-inclusion/title-ix/">http://www.pcc.edu/about/equity-inclusion/title-ix/</a>	_____
<input type="checkbox"/> Safety Orientation: <i>Overview of safety policies and procedures held in-person at the Sylvania campus on the first Monday of each month. Additional Trainings for New Employees</i> <a href="http://intranet.pcc.edu/departments/finance/safety/training.html">http://intranet.pcc.edu/departments/finance/safety/training.html</a>	_____
<input type="checkbox"/> Purchasing Card Training: <i>If a p-card is required for your position.</i> <a href="http://intranet.pcc.edu/departments/finance/purchasing/purchasing-card/application.html">http://intranet.pcc.edu/departments/finance/purchasing/purchasing-card/application.html</a>	_____

### Other Useful PCC Information for New Employees

Key Requests: *Print and submit form if keys are required for your work space.*

<http://www.pcc.edu/resources/fms/documents/key-request.pdf>

How to Request a Copier ID: *Online request form if a copy machine is required in your position.*

<http://www.pcc.edu/resources/print-center/copier-id.html>

Accessing WiFi: *How to connect devices to the wireless internet.* <http://www.pcc.edu/resources/tss/wireless/>

Ordering Business Cards: *Online order form for PCC business cards, as needed (check with your manager for the type and quantity to order and for the budget code).* <http://www.pcc.edu/resources/print-center/ordering/>

PCC Organization Charts: *Overview of district and campus staffing structures.* <http://www.pcc.edu/ir/OrgChart/>

Subscribe to college email lists: *How-to add your email.* <http://intranet.pcc.edu/maillists/>

Review Position Description: *Posted online under "Job Classifications and Descriptions."*

<http://www.pcc.edu/hr/employment/>

Accommodations for employees with disabilities: *Resources and contact information for employees seeking accommodations for the work place.* <http://www.pcc.edu/hr/contracts/ada/>

PCC Acronyms: *List of commonly used abbreviations at PCC.*

<https://spaces.pcc.edu/pages/viewpage.action?spaceKey=stafftools&title=Acronyms+at+PCC>

Reporting Student Concerns: *Resources for helping students and reporting incidents of concern.*

<http://www.pcc.edu/resources/report-an-incident/>

Collective Bargaining Agreements, Management/Confidential Handbook: *Online versions are available. Hard copies of CBAs may be requested through the Federation.* <http://www.pcc.edu/hr/contracts/>

### Additional Training Opportunities

Information and Technology trainings: *In-person and online. See online schedule for details.*

<https://intranet.pcc.edu/train/>

Professional Development trainings: *Professional development opportunities.*

<http://intranet.pcc.edu/resources/professional-development/programs/trainings.html>