

New Employee Onboarding Checklist

(Faculty, Staff and Temporary Employees)

This list is a suggested guideline, when onboarding new employees please note that depending on the type of hire some of the items listed may or may not be relevant

Employee Name: _____

Department: _____

Position: _____

Date of Hire: _____

U Number: _____

Department/Payroll Information

- W-4 Federal form completed via ESS
- W-4 State form completed via ESS
- Patent Policy Form
- Conflict of Interest policy statement
- Ensure employee has access to the [BUworks Central portal](#) to confirm Personal Data and to provide Emergency Contact Information
- Confirm with employee the name and phone number of Human Resources Consultant
- Sign up for Direct Deposit via ESS

Human Resources

- Complete I-9 Form within first three days of employment
- Establish Email account
- Kerberos password
- Conflict of Interest Employment Form completed at time of application
- UID number issued by Human Resources
- Obtain BUID Terrier Card for eligible employees _____
- New Employee Orientation scheduled by HR for _____

Access Information

- Establish access to appropriate computing resources and electronic files
- Provide access to UIS as necessary
- Establish phone extension
- Activate voicemail
- Provide long distance access code
- Add employee's name to any email group lists, distribution lists, internal/office phone lists and/or website