Department Employee Onboarding Checklist

Employee Name: ____________________________________________

CSU ID #: ______________________ eID: ______________________

Position Title: ______________________ Supervisor: ______________________

Effective Start Date: ______________________

Accounting Staff
☐ CSU ID
☐ Employee assignment input into HRS Personnel/Payroll System
☐ Biographical Data Collection Form
☐ Required forms for initial employment completed and sent to HRS Records & Payroll
☐ Conflict of Interest/Conflict of Commitment
☐ KFS Access
☐ PCARD
☐ Travel Card
☐ Copy code
☐ Long distance telephone access setup

Administrative Assistant of Supervisor
☐ Visa processing assistance

Assistant to the Chair (Kristin Berthold) (Tenure Track Faculty hires)
☐ Faculty/Admin Pro Manual
☐ Conflict of Interest/Conflict of Commitment
☐ HR System Access & Signature Authority

Communication & Events Specialist (Hannah Gluckstern)
☐ Newsletter welcome
☐ Add to Chemistry web site
☐ Add to Chemistry lobby slides

IT Support Staff (Ross Madden, Aaron Vanasse, Evan Campbell)
☐ Order computer
☐ Set-up computer

Office Manager (Diane Garcia) (State Classified, Student Hourly Hires)
☐ Email parking information
☐ Set up eID and email
☐ Introduce to staff/coworkers
☐ Introduce to primary constituents/clients/customers
☐ Tour workspace, department layouts, etc.
☐ TimeClock Plus, Timesheet, Overtime forms, Compensatory time
☐ Leave request procedures and forms
☐ Review scheduled work hours, dress codes, department-specific protocols (including safety glasses)
☐ Review pay schedules
☐ Review Administrative Applications and Resources (AAR), HR System
☐ Campus Administrative Portal (pay advices)
☐ Copy of PDQ/job description
☐ Performance Plan
☐ Performance Evaluation timelines
☐ WordPress

Open Pool/Temporary Hourly Hiring Coordinator / Onboarding Coordinator (Cindy Ungerman)
- Departmental Information Packet (includes the Chemistry Safety Manual) (AP, CCAF)
- Mandatory CITI Program - Course Notification (RCR) and instructions (includes information About eID and setting up email) (TH, AP)
- New Employee Welcome & Onboarding w/Building Access and Security Policy, and parking information) (AP, CCAF)
- Email individual with mailbox number, combination, and mailbox opening instructions
- Order keys
- Provide new employee with mailbox number, combination, and mailbox opening instructions.
- Order voicemail (CCAF, SC, TTF)
- Add employee to the Chemistry website directory, take a photo, and add to the lobby slides (CCAF, SC, TTF)
- ARIESweb Access Instructions’ (CCAF, SC, TTF)

**University Policies (Office of Policy & Compliance index)**

- Use of Campus Systems policy
- Policy on Use of University Resources
- Background Check policy
- Inclement Weather policy
- Holiday Schedule
- HRS Manual
- Faculty/Admin Pro Manual

**University Required Training (Notification received from HR)**

- Online sexual harassment training
- University Employee Orientation