NEW EMPLOYEE ONBOARDING PROCESS
FOR EMPLOYEES

Date Completed	Item
Pre-orientation:	
	Submit online background check form
	Supervisor notifies when background check is approved
	You will be given a start date and orientation/onboarding paperwork
	You will be given a checklist of items to bring to orientation (in new hire email/new hire paperwork)
Post-orientation check list for new employees:	
	Do you know how to submit your work hours to payroll?
	Do you know how to get an EdPass and parking pass?
	Do you know how to access your online pay information/leave balances?
	Do you know who your benefits rep is?
	Do you know where to find food services, the library, and the bookstore?
	Do you know where to park?
	Do you know how to log on to your computer?
	Do you know how to access your email?
	Do you know your break and lunch times?
	Are you familiar with your overtime information?
	Do you know what the pay dates are?
	Do you know how you will receive your paycheck?
	Do you know who to contact with payroll questions?
	Do you know how to contact the IT help desk for computer issues, etc?
	Do you know your SID# and PIN#?
	Do you know when your probation will end?
	Do you know when you can start using sick leave, vacation leave, etc?
	Do you know how to notify your supervisor when you are going to take leave/arrive late/leave early?
	Do you know when you should expect your first performance review?
	Do you know when you will receive any pay raises?
	Do you know who the Title IX officer is?
	Do you know how to access the compliance training database?
	Have you completed all of the six compliance trainings?
	Have you met with your benefits representative and signed up for all coverages?