

# NEW EMPLOYEE ONBOARDING

## CHECKLIST FOR SUPERVISORS

Date Completed	Item	Contact person/location
<b>Beginning of onboarding:</b>		
	Job offer made	supervisor
	Supervisor submits background check request to HR	<a href="https://goo.gl/forms/VmoBLOKyVdtmoKun1">https://goo.gl/forms/VmoBLOKyVdtmoKun1</a>
	Background check form submitted	employee submits online/HR
	Background check approved	HR notifies supervisor when/if approved
	Employee receives new hire information, list of items to bring to orientation and start date (1st or 16th of month)	supervisor confirms with HR for appropriate start date
	Workspace assigned	supervisor
	Equipment needs requested/ordered (computer, printer, phone, etc.)	supervisor works with IT
	PAF prepared	supervisor contact HR for questions
	SID# received	HR will email SID# to supervisor
	Email address received	HR will email IT to set up email account - IT may contact supervisor for further info
	Provide job description to new employee and cc HR	supervisor
<b>Once supervisor has received email from HR indicating employee is in database:</b>		
	IT database access form completed	supervisor (as applicable for SMS, FMS, etc.)
	Access to Team Drives/shared folders as needed	supervisor submit to IT
	Assign phone extension	supervisor request from IT
<b>Training needs (as applicable):</b>		
	Canvas	<a href="https://edmonds.instructure.com/">https://edmonds.instructure.com/</a>
	FERPA (compliance training)	<a href="https://employees.edmonds.edu/training/compliance-training/">https://employees.edmonds.edu/training/compliance-training/</a>
	Diversity (compliance training)	<a href="https://employees.edmonds.edu/training/compliance-training/">https://employees.edmonds.edu/training/compliance-training/</a>
	Workplace Civility and Respect (compliance training)	<a href="https://employees.edmonds.edu/training/compliance-training/">https://employees.edmonds.edu/training/compliance-training/</a>
	State Ethics (compliance training)	<a href="https://employees.edmonds.edu/training/compliance-training/">https://employees.edmonds.edu/training/compliance-training/</a>
	Sexual Harrassment Prevention (compliance training)	<a href="https://employees.edmonds.edu/training/compliance-training/">https://employees.edmonds.edu/training/compliance-training/</a>
	Alcohol And Drug-Free Policy (compliance training)	<a href="https://employees.edmonds.edu/training/compliance-training/">https://employees.edmonds.edu/training/compliance-training/</a>
	Facilities work orders	<a href="https://employees.edmonds.edu/facilities/">https://employees.edmonds.edu/facilities/</a>
	IT support help requests	<a href="https://employees.edmonds.edu/technology/gethelp.html">https://employees.edmonds.edu/technology/gethelp.html</a>
	25Live - room reservations	<a href="https://25live.collegenet.com/pro/edcc#!/home/dash">https://25live.collegenet.com/pro/edcc#!/home/dash</a>
	Travel expense vouchers	supervisor
	Employee Assistance Program	<a href="https://employees.edmonds.edu/hr/eap.html">https://employees.edmonds.edu/hr/eap.html</a>

**Once employee is onboarded (as applicable):**

		<a href="https://ofm.wa.gov/sites/default/files/public/labor/agreements/23-25/wpea_he.pdf">https://ofm.wa.gov/sites/default/files/public/labor/agreements/23-25/wpea_he.pdf</a>
	WPEA contract	
	Faculty contract	<a href="https://employees.edmonds.edu/hr/documents/faculty-cba.pdf">https://employees.edmonds.edu/hr/documents/faculty-cba.pdf</a>
	Advisor ID (Faculty only)	email from EVPI
	Long distance code	Help Desk x1234
	Business cards	Print and Mail Center, Mountlake Terrace 100c
	Printer/copy codes	supervisor
	EdPass (optional bus pass)	Alderwood 103
	EdPass encoding	Woodway 214
	Parking pass	Alderwood 103/Woodway 214
	Keys	Woodway 214
	Group/department emails	supervisor
	Committees	supervisor
	Email signature	<a href="https://employees.edmonds.edu/prtools/email-signature.html">https://employees.edmonds.edu/prtools/email-signature.html</a>
	Holiday schedule	<a href="https://www.edmonds.edu/about-edmonds/job-opportunities/holiday-schedule.html">https://www.edmonds.edu/about-edmonds/job-opportunities/holiday-schedule.html</a>
	Payroll schedule	<a href="http://employees.edcc.edu/calendar/payroll.html">http://employees.edcc.edu/calendar/payroll.html</a>
	Academic calendar	<a href="http://edcc.edu/calendar/academic.html">edcc.edu/calendar/academic.html</a>
	Earnings history/leave balance	<a href="https://transact.edcc.edu/empearnlv/">https://transact.edcc.edu/empearnlv/</a>
	Payroll contact info	payroll@edmonds.edu
	HR contact info	hr@edmonds.edu or x1400
	Expectations/goals/job description	supervisor
	Campus Tour	<a href="https://www.edmonds.edu/admission-and-tuition/outreach-and-recruiting/tour.html">https://www.edmonds.edu/admission-and-tuition/outreach-and-recruiting/tour.html</a>
	Bookstore	Brier 1st floor
	Cafeteria/College Cafe	Brier 1st floor
	Library	Lynnwood 3rd and 4th floors
	TRC - Technology Resource Center	<a href="https://www.edmonds.edu/student-services/tech-support-and-resources/">https://www.edmonds.edu/student-services/tech-support-and-resources/</a>
	EdPass Office	Alderwood 103
	Print and Mail Center	Mountlake Terrace 100c