New Employee Checklist

AREA INFORMATION

Employee Name:	
Area Name:	
Location/Phone number:	

CHECKLIST

☐	Complete HR Check-In Process:	☐ Onboarding paperwork ☐ Attend orientation ☐ Attend benefits orientation
☐	Complete CMS Access Form:	
☐	Obtain Parking Permit(s):	☐ Order permanent parking pass ☐ Set up payroll deduction
☐	Confirm/order technology setup needs:	☐ Dell or Apple (Laptop or Desktop) ☐ Phone (Directory Changes) ☐ Printer and/or Scanner
☐	Get a DolphinOne/CI ID Card	
☐	Key(s)/Code for Applicable spaces:	☐ Request key(s)/code ☐ Pick up key(s)/code (Ironwood Hall)
☐	Request PeopleSoft Access	
☐	Request Pharos Access	☐ Assign billing to proper account
☐	Listserv	☐ Division of Academic Affairs ☐ Academic Senate ☐ FHR Council ☐ Business and Financial Affairs
☐	Complete Signature Authority Delegation	
☐	Order Name Tag	
☐	Order Business Cards	
☐	Submit PCard Maintenance Form	☐ Complete PCard training
☐	Confirm Certify Account	
☐	Confirm Supplier Account is setup	
☐	Request ITS Access:	☐ OneDrive ☐ DropBox ☐ G-Drive