 BUSINESS SERVICES: ONBOARDING CHECKLIST

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administration

***To get started go to:*** https://onboarding.usu.edu

\_\_\_\_ Initiate Offer & Submit Background Check or Self Disclosure Form (If applicable): self-disclosure.usu.edu

\_\_\_\_ I-9 form, work eligibility

\_\_\_\_ Income tax forms - W-4, check SSN card

\_\_\_\_ Direct Deposit

\_\_\_\_ Emergency contact information

\_\_\_\_ EPAF

\_\_\_\_ Create Mytime or Aggietime Schedule (if applicable) MyTime.usu.edu

\_\_\_\_ Communicate with supervisor to share information: Schedule, Parking, Break Periods, Dress Code

\_\_\_\_ Communicate with supervisor to set up email, workspace, needed accesses and a welcoming first day

\_\_\_\_ Full-time benefitted employee- eligibility, orientation dates & enrollment info: [hr.usu.edu/benefits/newemployee](https://hr.usu.edu/benefits/newemployee)

\_\_\_\_ Part-time benefitted employee- <https://hr.usu.edu/benefits/aca>

\_\_\_\_ Non-benefitted employee- <https://hr.usu.edu/benefits/aca>

\_\_\_\_ Confidentiality

\_\_\_\_ AA/EO & Title IX- related policies

\_\_\_\_ ID badge

\_\_\_\_ Keys

\_\_\_\_ Email and Duo: <https://myid.usu.edu>

Resources to begin

* Work with the supervisor to ensure new hires can obtain what they need from the following places:

Key Office: 1295 E 700 N, Logan, Room 104.

 Parking Pass: 840 E 1250 N, Logan.

 Employee ID Card: Taggart Student Center 650 N 800 E, Logan

 Computer Accesses: IT- <https://support.usu.edu/>

 P Card: <https://controllers.usu.edu/team/pcards>

 Motorpool: <http://parking.usu.edu/motorpool/>

 ILS: <https://training.usu.edu/required-trainings/required_training>