NEW HIRE ONBOARDING CHECKLIST

Employee Name:_____ A#:_____ Start Date:_____

Department:_____ Supervisor:_____

Before Your First Day of Work

____Accept Offer & Submit Background Check or Self Disclosure Form (If applicable)
____I-9 Employment Authorization
____W4 & Direct Deposit
____Benefits: Review benefit information and enroll or complete ACA paperwork (If applicable)
____Communicate with your supervisor to learn start information: Schedule, Parking, Break Periods, Dress Code
____ Emergency contact information

First Day of Work

____Come prepared to ask questions, take notes and meet new people
____Familiarize yourself with your office and the logistics of your department
____Obtain the following (as assigned by your supervisor):
Key Request: Ray Cheatham TSC
Parking Pass: 840 E 1250 N, Logan.
Employee ID Card: Taggart Student Center 650 N 800 E, Logan
____Review Expectations with your supervisor
____Review your schedule, meal and rest breaks and how to track time (i.e. My time, Aggie time)
____Work with your supervisor to gain email access

First Week of Work

____Work with your supervisor to ensure you have all of the supplies you need for your job (Computer & supplies)
____Learn your professional contact information (i.e. Address, UMC, Phone Number, A#, etc.)
____Review the campus map and if possible take a tour
____Familiarize yourself with people in your office
____Learn what your role is and where it fits within the overall department's role and within the University
____Ensure that you have access to the systems you will need to perform your job (i.e. Duo, Box, Argos, EZ-Buy)
____Work with your supervisor to take P-card training and obtain a P-card (if applicable)
____ AA/EO & Title IX- related policies

First 30 Days

____Ensure that you have completed enrollment in benefits (if applicable)
____Complete all required trainings: Sexual Prevention Harassment & Title XI, FERPA, HIPAA,
____Learn University Policies and Department Guidelines
____Learn emergency evacuation procedures and USU Code Blue

Resources to begin

- Work with the supervisor to ensure new hires can obtain what they need from the following places:
  Key Office: ray.cheatham@usu.edu
  Parking Pass: 840 E 1250 N, Logan. https://parking.usu.edu/parking-information/index
  Employee ID Card: Taggart Student Center 650 N 800 E, Logan https://usucard.usu.edu/contact_us/contact-us
  Computer Accesses: IT- https://support.usu.edu/
  P Card: https://controllers.usu.edu/team/pcards
  Motor pool: http://parking.usu.edu/motorpool/
  ILS: https://training.usu.edu/required-trainings/required_training