New Employee Task Timeline

The following items should be completed prior to beginning your work at Genesee Community College:

- ☐ Complete Human Resources packet containing information on:
  - ☐ Signed Payroll Authorization (Triplicate form from your department)
  - ☐ Genesee Community College Application for Employment
  - ☐ Retirement Systems Form
  - ☐ Employee's Withholding Allowance Certificate (W-4)
  - ☐ Employment Eligibility Verification with photocopy of two forms of ID (I-9)
  - ☐ Complete the following training modules:
    - ☐ Hazard Communications found on GENesis or paper copy
    - ☐ Family Educational Rights and Privacy Act (FERPA) Compliance Form
    - ☐ Confidentiality Policy
  - ☐ Personal Data Form (blue)
  - ☐ Health Insurance Option Form (Full time only)
    - ☐ Health Insurance Waiver form (Full time only)
  - ☐ Sun Life Form (Enrollment for Group Life/AD & D and Long Term Disability) (Full time only)
  - ☐ Direct Deposit Authorization, if desired
  - ☐ Complete a Genesee County Physical Examination with your physician (Full time only)
  - ☐ Genesee Community College Pledge Form (Full time faculty and professional staff only)

The following items should be completed within your first two weeks on the job:

- ☐ Complete the following technical orientation tasks:
  - ☐ Log-in to Genesee.edu email account
  - ☐ Log-in to GENesis account and familiarize yourself with information available
  - ☐ Log-in to Banner account (if applicable) and familiarize yourself with information available
  - ☐ Log-in to phone and set-up voicemail
- ☐ Obtain keys for work area (Authorization from supervisor, pick up at Public Safety)
- ☐ Receive training on the following areas of the college from your supervisor
  - ☐ Copy Machine/Duplicating Department
  - ☐ Mail Procedures
  - ☐ Supply Procedures
  - ☐ Emergency Action Plan

The following items should be completed within your first thirty (30) days on the job:

- ☐ Obtain parking permit from Public Safety
- ☐ Obtain information on Union contracts (if eligible)
  - ☐ GEA (Full time faculty and professional staff)

  OR

  - ☐ GCCESPA (Full time civil service)
- ☐ Obtain GCC ID Card from Student Activities

The following items should be completed within your first six (6) months on the job:

- ☐ Review Students Rights and Responsibilities Handbook (found on GENesis)
- ☐ Review Genesee Community College's Policies and Procedures (found on Genesis)