

New Employee Onboarding Checklist

HR Liaisons

HUMAN RESOURCES

Employee Name: _____ Employee #: _____

Job Title: _____ Position#: _____ Supervisor: _____

Prior to Start Date

- ☐ Prepare workspace
- ☐ [Background check](#) completed (if applicable)
- ☐ Offer Letter

Introduction, Orientation and Tours

- ☐ Introduce staff/coworkers
- ☐ Introduce primary constituents/clients/customers
- ☐ Tour workspace, department layouts, etc.
- ☐ [Parking information](#)

Human Resources

([New Hire Guides and Forms](#))

- ☐ Biographical Data Collection Form
- ☐ Appointment Data Collection Form
- ☐ Employee assignment input into HRS Personnel/Payroll system
- ☐ Required Forms for initial employment completed and sent to HRS Records & Payroll

Departmental Files

- ☐ [Conflict of Interest/Conflict of Commitment](#) (if applicable)
- ☐ Update department organization chart

University Required Training

- ☐ [Online sexual harassment training](#)
- ☐ [University Employee Orientation](#)

Access Information

- ☐ [HR System Access & Signature Authority](#)
- ☐ [Aries and/or Aries Web Access](#)
- ☐ [KFS Access](#)
- ☐ Other systems access
- ☐ Add to applicable listservs
- ☐ [Travel Card](#)
- ☐ [PCard](#)

Property and Equipment Set-up

- ☐ [Set up eID and email](#)
- ☐ PC setup
- ☐ Keys
- ☐ Specialized equipment issued
- ☐ Long distance telephone access setup
- ☐ Voicemail
- ☐ Monthly phone bill instructions
- ☐ Business cards/name plate, name tag, etc.
- ☐ CSU ID

University Policies

([Office of Policy & Compliance index](#))

- ☐ Email, use of Campus Systems policy
- ☐ Policy on Use of University Resources
- ☐ Background Check policy
- ☐ Inclement Weather policy
- ☐ Building Access and Security policy
- ☐ [Holiday Schedule](#)
- ☐ [HRS Manual](#)
- ☐ [Faculty/Admin Pro Manual](#) (if applicable)

Department Protocol

- ☐ Timesheet and Overtime forms
- ☐ Leave request procedures and forms
- ☐ Review scheduled work hours, dress codes, department-specific protocols
- ☐ Review pay schedules
- ☐ Campus Administrative Portal (pay advices)

Role and Performance Expectations

- ☐ Copy of PDQ/job description
- ☐ Performance Plan
- ☐ Performance Evaluation timelines