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
• Work with the supervisor to ensure new hires can obtain what they need from the following places:
  Key Office: ray.cheatham@usu.edu
  Employee ID Card: Taggart Student Center 650 N 800 E, Logan https://usucard.usu.edu/contact_us/contact-us
  Computer Access: 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