

New Hire Departmental Checklist

Employee name: _____ Date of Hire/Re-Hire: _____

Check all that apply:

- Admin
 Faculty FT
 Staff PT
 OPS

Department: _____

Supervisor: _____

DEPARTMENT CHECKLIST FOR HUMAN RESOURCES

Departmental List (check when completed)

- USF Application signed & completed
- Recruitment paperwork to HR/EOL
- HR/EOL approval received
- Prepare Letter of Offer
- Send Letter of Offer to New Hire—date _____
- GEMS New Hire form of ASF signed by all parties

Send the following documents to HR Manager:

- Signed Letter of Offer
- GEMS New Hire form or ASF if rehire
- Copy of Resume (if available)
- Original Transcripts (**Admin only**)

- Coordinate New Hire/Payroll Sign-Up with HR
- New employee ID received from HR: _____

WORK SPACE PREPERATION

Phone:

- [Phone Set-up Requested](#)
 - New Setup
 - [Old # Reset:](#)
XVM Jack # _____
- [International Long Distance Code Requested](#)
(if applicable)

[Building Access \(all separate entries in NEO\)](#)

- Move/Add/Change Request (NEO)
- Building Access Card Requested (NEO)
- Keys for Office (NEO)
- Name Badge (purchase with p-card)
- Office Sign (NEO)

Computer Set-Up

- New Computer Ordered
[\(FAST- PO # _____\)](#)
- Profile Configuration (new computer)
- Profile Reconfiguration on existing CPU (NEO)
- [Copy/Print Code Requested](#)
- [Printer Set-Up Requested \(NEO\)](#)-must have copy code first

Supplies/Communications

- [Business Cards Ordered \(if applicable\)](#)
- Email New Hire Announcement to Department/[Campus Newsletter](#)
- Update Departmental Lists
 - Web
 - Emergency Contacts
 - Other _____

SYSTEMS ACCESS

OUTLOOK:

- User ID request submitted to Campus Computing
- [Work Order for User ID](#)

GEMS SELF SERVICE:

- Confirm new hire has been given ID #: _____
- Online Tutorials:
 - [Overview](#)
 - [Attendance & Leave for Employees & Supervisors](#)
 - [Request for Training](#)

OASIS/BANNER (if applicable):

- [OASIS FERPA Tutorial \(online\)](#)
- [Access form signed and sent](#)
- [OASIS Navigation \(online\)](#)
- [Working with Scheduling](#)
- [Working with Course Permits](#)
- [Working with Course Holds](#)
- [Working with Registration](#)

Net ID/Blackboard:

- [Access Requested](#)
- Reviewed with new hire

[e-USF Portal:](#)

- Access reviewed with new hire

[I-Synergy \(if applicable\):](#)

- Access Requested

FAIR (if applicable):

- [Access Requested](#)
- Reviewed with new hire

NEO Access

- [Access requested](#)

GEMS Professional (if applicable):

- Appointments**
Training Completed:
 - [GEMS Basics \(online\)](#)
 - [GEMS Appointments](#)
- Attendance & Leave Coordinator**
Training Completed:
 - [GEMS Basics \(online\)](#)
 - [Attendance & Leave Policies & Procedures](#)
 - [GEMS ALT Leave Coordinator](#)
- Payroll**
 - [How to Prepare Payroll \(online\)](#)
 - [How to Certify Payroll \(online\)](#)
 - [GEMS Pay Distribution](#)
- [Reports & Queries \(online\)](#)
- [Access form signed and sent](#)

PERT (if applicable)

- Training Completed
- [PERT Online](#)

FAST (if applicable):

- [Navigation Tutorial](#)
- [Access form signed and sent](#)
- Purchasing:
Training Completed:
 - [Purchasing Hands-on](#)
- P-Card:
Training Completed:
 - [P-Card Overview \(online\)](#)
 - [P-Card Reconciliation Workshop](#)
 - [P-Card Holder Certification](#)
- Travel:
Training Completed:
 - [Travel Training](#)
 - [Travel Approvers Training](#)
- Financial Reporting:
Training Completed:
 - [USF Financial Systems Overview](#)
 - [Making Cents of Accounting](#)
 - [General Ledger](#)
 - [USF Finance Mart](#)
- Billing:
Training Completed:
 - [Billing & Accounts Receivable](#)

RECOMMENDED TRAINING

- [Email 101](#)
- NEO Tutorial
- [Blackboard Tutorials](#)

Supervisors:

- [Performance Evaluation Procedures \(online\)](#)
- Annual Performance Review Workshop

Supervisor's Checklist**Supervisor:****Before 1st Day:**

- Print copy of Job Description
- Prepare "Day in a Life" to acquaint new hire with daily duties
- Review calendar to schedule appropriate meetings during new hire's first month (staff meetings, etc)

First Day/Week:

- Give copy of Job Description and "Day in a Life"
- Review organizational structure of department w/new hire.
- Review department's mission & strategic plan.
- Review job functions, competencies & expectations for working in department.
- Review Outlook with new hire(adding appropriate meetings to the calendar)
- Review phone system
 - Voicemail set-up
 - Transfer calls
 - Conference calls

- Discuss department's policies & procedures
 - Attendance & punctuality
 - Budget procedures
 - Office Supplies
 - Communications
 - Dress Code
 - Safety plan
 - Work Schedule
 - Mail
 - Internet Access
 - Phone Access
 - Travel
 - Timesheets (if applicable)
 - Email Regulations (Government in the Sunshine)
 - Weather emergencies
- Conduct tour of department & campus