

New Hire Checklist

Employee Name _____ Hire Date _____

Onboarding & Administrative

- Offer Letter and New Hire Paperwork (to your ECAS HR Associate)
- Office Supplies, E-mail, Phone Listing, Business Cards, Computer, Printer, Department Fax number, Copier Access Code
- Office Key / Proxy Card / Transportation-Parking
- Department / Campus Tour and Introduction to Co-workers
- Lunch for the First Day, Follow-up meeting date(s)
- Dress Code
- Department Announcement
- Confidentiality Policy (signature required)
- Office and/or Desk Name Plate
- Job Description and Expectations for the Position
- Organizational Chart and Reporting Relationships
- Organizational Mission and Priorities
- Work Hours, Overtime Policy, Lunch Hours, Breaks
- University Closing/Inclement weather phone number
- Other _____

Systems & Access

- Access to various systems (as appropriate): HR PeopleSoft, OPUS Student Hire, Compass, Emory Express, ETAS/Kronos, Internal Database Systems
- Signature authorization (as appropriate)
- Payroll Pay Request (lead staff only)
- Exempt Leave Tracking System – Leave Administrator (lead staff only)
- Kronos Timekeeping (lead staff only)
- Corporate Card (if applicable)
- Other _____

Training

- Training for various systems (as appropriate): HR PeopleSoft, OPUS Student Hire, Compass, Emory Express, ETAS/Kronos, Internal Database Systems
- Performance and Development Plan
- Designated Mentor
- First Job Assignment
- Major Department Projects and Events
- Register for HR Toolkit (lead staff only)
- Biweekly – TAS/Kronos system / Monthly – Exempt Leave Tracking System
- Other _____