



## NEW EMPLOYEE CHECKLIST

Employee

Name: \_\_\_\_\_

Employee

ID: \_\_\_\_\_

The New Employee Checklist is designed to help facilitate the orientation process. The checklist is an outline for both the supervisor and new employee to follow to help familiarize the new employee with the department and the University.

Please discuss all of the items on the checklist within the first 30 days of employment. At the end of this period, when all items have been discussed and checked, the form should be signed, dated and returned to Human Resources. This document becomes a part of the employee's permanent file.

1. Job Description and Expectation	Supervisor Initials	Employee Initials
a) Obtain a copy of your job description and organizational chart from your department		
b) Discuss job responsibilities and expectations with your supervisor.		
c) Discuss procedures, forms, or equipment used by the department		
d) Schedule an informal discussion within the first week of employment to discuss any questions or procedures.		
e) Set date for six or twelve month provisional evaluation (at least 10 days prior to the end of the provisional period).		

2. Understand the following:	Supervisor Initials	Employee Initials
a) Dress code		
b) Safety features (fire drills, first aid kits, emergency exits, etc.)		
c) Work hour policies (office hours, breaks, lunch hours, comp time, recording time, etc.)		
d) Leave request guidelines		
e) Sick leave and annual leave accrual, if applicable		
f) Professional development opportunities / plans		
g) Importance of attendance and punctuality		
h) Customer service expectations		
i) Other: _____		

3. Learn about office procedures and department guidelines	Supervisor Initials	Employee Initials
a) Location of stored supplies / materials		
b) Telephone system		
c) Department calendar system		
d) Staff meetings		
e) Purchasing supplies		
f) Travel and reimbursement		
g) Campus mail service		
h) Payroll system eTime		
i) Pay schedules		
j) Communication procedures		
k) Appropriate keys and/or uniform		
l) Smoking policy		
m) Tour of the work area (rest rooms, water fountains, vending machines, coat racks, first aid, supplies, entrances, etc.)		
n) Personal introduction to fellow employees by supervisor		

4. Register for ADP Self Service	Supervisor Initials	Employee Initials
<p>This is necessary in order to get paid! Instructions are provided on the following link <a href="http://www.ssc.usg.edu/media/adp/employee/">http://www.ssc.usg.edu/media/adp/employee/</a> While in the ADP portal make certain your mailing address is up to date. For Direct Deposit of your paychecks, you can add it in the ADP portal.</p>		

5. Around Campus:	Supervisor Initials	Employee Initials
a) Secure SSU ID Card		
b) Secure a parking permit (Parking and Transportation) <a href="#">complete instructions for decal applications (doc)</a>		
c) Obtain an email account (Computer Services)		
d) Make certain required Benefit forms are completed and submitted to HR within the first 30 days of employment		
e) Read the Savannah State University Employee Handbook online <a href="http://savannahstate.edu/faculty-staff/human-resources/docs/PersonnelHandbook2009.pdf">http://savannahstate.edu/faculty-staff/human-resources/docs/PersonnelHandbook2009.pdf</a>		
f) Review SSU Policies		
g) Ensure the new employee has attended the New Employee Orientation program offered by Human Resources and has spoken with the Benefits Coordinator.		

Acknowledgements (to be signed upon completion of all items)

Employee's Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Supervisors Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

*A copy goes to the supervisor, the employee, and HR. Please send the copy to HR @ Box 20601*