|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Name:** | |  | **Start Date:** |  | |
| **Position:** |  | | **Department:** | |  |

**Please complete electronically, print, sign, and return this form to Human Resources.**

|  |  |  |
| --- | --- | --- |
|  | **PRIOR TO EMPLOYEES FIRST DAY:** | |
| **✓** | **TASK** *(if applicable)* | **RESOURCES / LINKS** |
|  | Submit Assignment Request *(if IFO, Administration or ASF)* | [Admin & ASF Form](http://www.winona.edu/hr/forms.asp)  [Faculty Online System](https://w3.winona.edu/fa) |
|  | Announce new employee name and start date to campus community \* | [New Employee Announcement Email Template](http://www.winona.edu/hr/Images/New%20Hire%20Suggested%20Email%20Announcement%20Template.docx)  *\* It’s at the supervisors discretion to notify the department, program, college, or entire university* |
|  | Determine and prepare workspace *(location, supplies, etc.)* |  |
|  | Request PC, Laptop and/or Tablet | * PC - contact the [IT Helpdesk](http://www.winona.edu/it/tsc.asp) * Laptop/Tablet - Request using online [Laptop/Tablet form](https://winona.teamdynamix.com/TDClient/Requests/ServiceCatalog?CategoryID=2504)   *\* New IFO/Admin/ ASF employee may request their own* |
|  | Request phone, staff directory, voicemail and long distance code set up. | * Contact IT Helpdesk at ext 5240 or [AskTech@winona.edu](mailto:AskTech@winona.edu) and request form   *\* If you need to purchase new phone equipment contact the IT Helpdesk for information on supported models.* |
|  | If necessary, request access to additional department shared drives (security groups), and/or email distribution groups | IT will add based on main Cost Center but if different / additional is needed contact the  [IT Helpdesk](http://www.winona.edu/it/tsc.asp) |
|  | Request keys from facilities | [Key Request Form](http://www.winona.edu/facilities/forms.asp)  *\* Keys must be picked up at facilities by the person who requested them* |
|  | Prepare departmental training and orientation schedule |  |
|  | Arrange lunch with supervisor and/or co-worker(s) |  |
|  | Arrange for any required safety training | [Erin Paulson](http://www.winona.edu/safety/), Safety Administrator |
|  | Attain employee email address from Human Resources | Call ext 5005 or email [Human Resources](mailto:humanresources@winona.edu?subject=New%20Employee%20Orientation%20Scheduling) |
|  | Arrange orientation with Human Resources to cover benefits, insurance, retirement and policy / procedure information. | Call ext 5005 or email [Human Resources](mailto:humanresources@winona.edu?subject=New%20Employee%20Orientation%20Scheduling) |
|  | Update Department Website | If your site is not self-managed then submit a [Web Request Form](http://www.winona.edu/webcom/) to Web Communications |
|  | Call employee to ensure employee knows…   * Start date and time * Where to park * Dress code * To bring identification for completion of their I-9 |  |
|  | Print New Hire Checklist to provide them on 1st day | <http://www.winona.edu/hr/forms.asp> |
|  | **ON EMPLOYEES FIRST DAY:** | |
| **✓** | **TASK** *(if applicable)* | **RESOURCES / LINKS** |
|  | Provide an introduction and overview of WSU |  |
|  | Give employee the New Hire Checklist and instruct to complete | <http://www.winona.edu/hr/forms.asp> |
|  | Introduce Co-workers |  |
|  | Tour – Department *(Files, Supplies, Phone, Copies, Fax, etc.)* |  |
|  | Tour – Building *(restrooms, breakroom, etc.)* |  |
|  | Tour – Campus *(Business office, HR, print shop, Hub, mailroom, TLT, Kryzsko, parking, etc.)* |  |
|  | Have employee bring new hire paperwork and I-9 identification to HR |  |
|  | Ensure employee received Network Account information which includes their username, WSU email address and Tech ID (Warrior Id). | If it wasn’t emailed contact the IT Helpdesk at ext 5240 |
|  | Obtain Tech ID (Warrior ID) card | [Campus Card Office](http://www.winona.edu/campuscard/contactus.asp) - Maxwell 227 |
|  | Provide employee with keys |  |
|  | Review work hours, lunch, and breaks |  |
|  | Review pay dates, leave / overtime usage and eTimesheets. | [eTimesheet forms and calendars](http://www.winona.edu/businessoffice/etimesheets.asp) |
|  | Ensure they are able to sign into email |  |
|  | Email links for them to add to their favorites *(ISRS, DARS, D2L, etc.)* |  |
|  | Review position description and sign with employee. Provide copy to employee and submit signed original to HR. |  |

|  |  |  |
| --- | --- | --- |
|  | **DURING EMPLOYEES FIRST WEEK:** | |
| **✓** | **TASK** *(if applicable)* | **RESOURCES / LINKS** |
|  | Review department organizational chart, meeting date / times, expectations and policies / procedures. |  |
|  | Order signage, *if needed* | [Sign and Signage Insert Order Form](http://www.winona.edu/facilities/signage.asp) |
|  | Order business cards, *if needed* | [Print Shop](http://www.winona.edu/create/print.asp) |
|  | Once they have ID card arrange for building access, *if needed* | [Jason Nelton](mailto:JNelton@winona.edu?subject=Building%20Access%20Request), Locksmith |
|  | Once they have ID card complete Copy Card request form, *if needed* | [Copy Card Request Form](http://www.winona.edu/campuscard/copies.asp) |
|  | Review emergency procedures |  |
|  | Explain Star Alert program | [www.winona.edu/staralert](http://www.winona.edu/staralert) |
|  | Provide instructions for reporting a work related injury | [Worker’s Compensation](http://www.winona.edu/hr/workerscompensation.asp) |
|  | Provide time for completion of required training | [Required Training List](http://www.winona.edu/hr/newemployees.asp) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date