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

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|  | **PRIOR TO EMPLOYEES FIRST DAY:** | |
| **✓** | **TASK** *(if applicable)* | **LINKS** |
|  | **Submit Assignment Details** *(IFO Only)*  *New hires will not be available in FWM until they have responded to the electronic onboarding sent by Human Resources* | [FWM (Faculty Workload Management)](https://eservices.minnstate.edu/esession/authentication.do?viewLoginForwardName=employeeLogin&campusId=0074) |
|  | **Announce new employee to campus community**  *It’s at the supervisor’s discretion to notify the department, program, college, or entire university* | [New Employee Announcement Email Template](https://www.winona.edu/hr/supervisors.asp) |
|  | **Determine and prepare workspace**  *i.e.: Location, supplies, etc.* |  |
|  | **Submit request PC, Laptop and/or Tablet**  *New IFO/Admin/ ASF employee may request their own* | [WSU IT device forms](https://www.winona.edu/technology/faculty-staff-devices.asp) |
|  | **Request phone, voicemail and directory listing.**  *If you need to purchase new phone equipment contact the IT Helpdesk for information on supported models.* | Contact [WSU IT Helpdesk](https://www.winona.edu/technology/) |
|  | **Request keys from facilities**  *Keys must be picked up at facilities by the person who requested them* | [Key Request Form](http://www.winona.edu/facilities/forms.asp) |
|  | **Prepare departmental training and orientation schedule** |  |
|  | **Arrange welcome lunch with supervisor and/or co-worker(s)** |  |
|  | **Arrange for any required safety training** | [Erin Paulson](http://www.winona.edu/safety/), Safety Administrator |
|  | **Arrange orientation with Human** **Resources**  *Orientation covers benefits, insurance, retirement and policy / procedure information.* | [Jessica Wenzel](https://www.winona.edu/hr/hrcontacts.asp), Human Resources |
|  | **Update Department Website** *(If necessary)* | Submit a [Web Request Form](http://www.winona.edu/webcom/) |
|  | **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 to the employee** | <http://www.winona.edu/hr/forms.asp> |

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|  | **ON EMPLOYEES FIRST DAY:** | |
| **✓** | **TASK** *(if applicable)* | **RESOURCES / LINKS** |
|  | **Provide an introduction and overview of WSU** |  |
|  | **Introduce Co-workers** |  |
|  | **Department Tour**  *i.e.: Files, Supplies, Phone, Copies, Fax, etc.* |  |
|  | **Building Tour**  *i.e.: restrooms, breakroom, etc.* |  |
|  | **Campus Tour**  *i.e.: Business office, HR, print shop, Hub, mailroom, TLT, Kryzsko, parking, etc.* |  |
|  | **Have employee bring I-9 identification to Human Resources** | Winona Campus: Somsen 114  Rochester University Center: SS 128 |
|  | **Obtain Campus ID card (Warrior ID)** | Winona - [Campus Card](http://www.winona.edu/campuscard/contactus.asp) - Maxwell 227  Rochester - [Technology Services GL 118](https://www.winona.edu/rochester/technology/) |
|  | **Ensure employee knows how to log on to** **computer/email** | Contact [WSU IT Helpdesk](https://www.winona.edu/technology/tech-support.asp) |
|  | **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) |
|  | **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 Human Resources. |  |
|  | **Request access to additional department shared drives, shared department mailboxes, and/or email distribution groups** *(If necessary)* *IT will add shared drives and email distribution groups based on department but if different / additional access or groups are needed, contact the IT Helpdesk.* | Contact [WSU IT Helpdesk](https://www.winona.edu/technology/) after employee’s assignment has started |

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