

Employee Name: _____ Start Date: _____

Position: _____ Department: _____

PRIOR TO EMPLOYEES FIRST DAY:

✓ TASK (if applicable)	LINKS
<input type="checkbox"/> Submit assignment details (IFO Only) <i>New hires will not be available in FWM until they have responded to the electronic onboarding sent by Human Resources</i>	FWM (Faculty Workload Management)
<input type="checkbox"/> Announce new employee to campus community <i>It's at the supervisor's discretion to notify the department, program, college, or entire university</i>	New Employee Announcement Email Template
<input type="checkbox"/> Determine and prepare workspace <i>i.e.: Location, supplies, etc.</i>	
<input type="checkbox"/> Submit request for PC and/or laptop <i>New IFO/Admin/ ASF employee may request their own</i>	WSU IT device forms
<input type="checkbox"/> Request a phone <i>If you need to purchase new phone equipment contact the IT Helpdesk for information on supported models</i>	Contact WSU IT Helpdesk
<input type="checkbox"/> Request keys from facilities <i>Keys must be picked up at facilities by the person who requested them</i>	Key Request Form
<input type="checkbox"/> Prepare departmental training and orientation schedule	
<input type="checkbox"/> Arrange welcome lunch with supervisor and/or co-worker(s)	
<input type="checkbox"/> Arrange for any required safety training	Erin Paulson , Safety Administrator
<input type="checkbox"/> Arrange benefit orientation with Human Resources <i>Covers insurance and retirement benefits and how to enroll</i>	Jessica Wenzel , Human Resources
<input type="checkbox"/> Update Department Website (if necessary)	Submit a Web Request Form
<input type="checkbox"/> Call employee to ensure employee knows... <ul style="list-style-type: none"> ○ Start date and time ○ Where to park ○ Dress code ○ To bring identification for completion of their I-9 	
<input type="checkbox"/> Print New Hire Checklist to provide to the employee	http://www.winona.edu/hr/forms.asp

ON EMPLOYEES FIRST DAY:

✓ TASK (if applicable)	RESOURCES / LINKS
<input type="checkbox"/> Provide an introduction and overview of WSU	
<input type="checkbox"/> Introduce Co-workers	
<input type="checkbox"/> Department Tour <i>i.e.: Files, Supplies, Phone, Copies, Fax, etc.</i>	
<input type="checkbox"/> Building Tour <i>i.e.: restrooms, breakroom, etc.</i>	
<input type="checkbox"/> Campus Tour <i>i.e.: Business office, HR, print shop, Hub, mailroom, TLT, Kryzsko, parking, etc.</i>	
<input type="checkbox"/> Have employee bring I-9 identification to Human Resources	Winona Campus: Somsen 114 Rochester University Center: SS 128
<input type="checkbox"/> Have employee obtain a Campus ID card (Warrior ID)	Winona - Campus Card - Maxwell 227 Rochester - Technology Services GL 118
<input type="checkbox"/> Ensure employee knows how to log on to computer/email	Contact WSU IT Helpdesk
<input type="checkbox"/> Provide employee with keys (if available)	
<input type="checkbox"/> Review work hours, lunch, and breaks	
<input type="checkbox"/> Review pay dates, leave / overtime usage and eTimesheets	eTimesheet forms and calendars
<input type="checkbox"/> Email links for them to add to their favorites (ISRS, DARS, D2L, etc.)	
<input type="checkbox"/> Review position description and sign with employee <i>Provide copy to employee and submit signed original to Human Resources.</i>	
<input type="checkbox"/> Request access to additional department shared drives, shared department mailboxes, and/or email distribution groups (if necessary) <i>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.</i>	Contact WSU IT Helpdesk after employee's assignment has started

DURING EMPLOYEES TWO WEEKS:

✓ TASK (if applicable)	RESOURCES / LINKS
<input type="checkbox"/> Review department organizational chart, meeting schedule, expectations and policies / procedures	
<input type="checkbox"/> Provide time for completion of online Human Resources Orientation and required training (2-3 hours)	
<input type="checkbox"/> Order signage (if necessary)	Sign and Signage Insert Order Form
<input type="checkbox"/> Order business cards (if necessary)	Print Shop
<input type="checkbox"/> Once they have ID card arrange for building access (if necessary)	Jason Nelton , Locksmith
<input type="checkbox"/> Once they have ID card complete Copy Card request (if necessary)	Copy Card Request Form
<input type="checkbox"/> Explain WSU Alert program and review emergency procedures	WSU Alert
<input type="checkbox"/> Provide instructions for reporting a work-related injury	Worker's Compensation