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 Faculty, Administration or ASF)*	Admin & ASF Form Faculty Online System
☐ Advise co-workers of new employee name and start date	
☐ Determine and prepare workspace *(location, supplies, etc.)*	
☐ Request PC, Laptop and/or Tablet	☐ PC - contact the IT Helpdesk ☐ Laptop/Tablet - Request using online Laptop/Tablet form ** 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 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
☐ Request keys from facilities	Key Request Form ** 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, Safety Administrator
☐ Attain employee email address from Human Resources	Call ext 5005 or email Human Resources
☐ Arrange orientation with Human Resources to cover benefits, insurance, retirement and policy / procedure information.	Call ext 5005 or email Human Resources
☐ Update Department Website	If your site is not self-managed then submit a Web Request Form to Web Communications

☐ Call employee to ensure employee knows…
   o Start date and time
   o Where to park
   o Dress code
   o 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 - Maxwell 227
☐ Provide employee with keys	
☐ Have them obtain a STAR ID	https://starid.mnscu.edu/
☐ Review work hours, lunch, and breaks	
☐ Review pay dates, leave / overtime usage and eTimesheets.	eTimesheet forms and calendars
☐ 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
☐ Order business cards, *if needed*	Print Shop
☐ Once they have ID card arrange for building access, *if needed*	Jason Nelton, Locksmith
☐ Once they have ID card complete Copy Card request form, *if needed*	Copy Card Request Form
☐ Review emergency procedures	
☐ Explain Star Alert program	www.winona.edu/staralert
☐ Provide instructions for reporting a work related injury	Worker's Compensation
☐ Provide time for completion of required training	Required Training List

_____   _____
Supervisor Signature   Date