OFFICE OF HUMAN RESOURCES NEW EMPLOYEE CHECKLIST

New Employee Name: _____   Department: _____

Position Title: _____

Date Completed Action

_____ Receive personnel action form-PAF (RAF/Staff Rate Sheet) paperwork from last approver

_____ Enter receipt of RAF/Staff Rate Sheet into tracking system

_____ ARM background check clearance

_____ Generate Hire Letter

_____ Obtain Hire Letter approval

_____   - Department Head/Chair

_____   - Dean's Office (RAF only)

_____   - President (RAF only)

_____ Send Hire Letter to Applicant

_____ Receive acceptance/rejection

_____ Confirms new employee has completed all necessary paperwork (see [Employee Work Permit](#))

_____ Send notification to department that employee has completed all paperwork and will be invited to attend New Employee Orientation

_____ Send new employee announcement to campus

_____ Forward employment documents to Payroll

_____ Payroll creates/updates employee record (position created in the system)

_____ Set up Benefits Orientation appointment with new employee (may be done earlier)

_____ Complete New Employee Benefits Orientation (may be done earlier)

_____ Employment Office sends welcome email to employee (may be done earlier)

_____ Benefits Office sends email to employee regarding benefits selection deadline

Updated: 3/14/2025