OFFICE OF HUMAN RESOURCES NEW EMPLOYEE CHECKLIST

New Employee Name: _____   Department: _____

Position Title: _____

Date Completed Action

_____   Receive employment (RAF/Staff Rate Sheet) paperwork from department

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

_____   Route paperwork for signatures (approvals) and maintain in tracking system

_____   - VP/Provost (for RAF only)

_____   - Controller

_____   - Compensation

_____   - HR Director (for RAF only)

_____   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

_____   New employee completes Employment Documents

_____   New employee completes Biographical Information Sheet and submits to Academic Records

_____   New employee receives ID card

_____   New employee set up Andrews username and password

_____   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 all employment documents to Payroll

_____   Payroll creates/updates employee record

_____   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