

Department Employee Onboarding Checklist



CHEMISTRY
COLORADO STATE UNIVERSITY

Employee Name: _____

CSU ID #: _____ **eID:** _____

Position Title: _____ **Supervisor:** _____

Effective Start Date: _____

Accounting Staff

- CSU ID
- Employee assignment input into HRS Personnel/Payroll System
- Biographical Data Collection Form
- Required forms for initial employment completed and sent to HRS Records & Payroll
- Conflict of Interest/Conflict of Commitment
- KFS Access
- PCARD
- Travel Card
- Copy code
- Long distance telephone access setup

Administrative Assistant of Supervisor

- Visa processing assistance

Assistant to the Chair (Kristin Berthold) (Tenure Track Faculty hires)

- Faculty/Admin Pro Manual
- Conflict of Interest/Conflict of Commitment
- HR System Access & Signature Authority

Communication & Events Specialist (Hannah Gluckstern)

- Newsletter welcome
- Add to Chemistry web site
- Add to Chemistry lobby slides

IT Support Staff (Ross Madden, Aaron Vanasse, Evan Campbell)

- Order computer
- Set-up computer

Office Manager (Diane Garcia) (State Classified, Student Hourly Hires)

- Email parking information
- Set up eID and email
- Introduce to staff/coworkers
- Introduce to primary constituents/clients/customers
- Tour workspace, department layouts, etc.
- TimeClock Plus, Timesheet, Overtime forms, Compensatory time
- Leave request procedures and forms
- Review scheduled work hours, dress codes, department-specific protocols (including safety glasses)
- Review pay schedules
- Review Administrative Applications and Resources (AAR), HR System
- Campus Administrative Portal (pay advices)
- Copy of PDQ/job description
- Performance Plan
- Performance Evaluation timelines
- WordPress

Open Pool/Temporary Hourly Hiring Coordinator / Onboarding Coordinator (Cindy Ungerman)

- Departmental Information Packet (includes the Chemistry Safety Manual) (AP, CCAF)
- Mandatory CITI Program - Course Notification (RCR) and instructions (includes information About eID and setting up email) (TH, AP)
- New Employee Welcome & Onboarding w/Building Access and Security Policy, and parking information) (AP, CCAF)
- Email individual with mailbox number, combination, and mailbox opening instructions
- Order keys
- Provide new employee with mailbox number, combination, and mailbox opening instructions.
- Order voicemail (CCAF, SC, TTF)
- Add employee to the Chemistry website directory, take a photo, and add to the lobby slides (CCAF, SC, TTF)
- ARIESweb Access Instructions' (CCAF, SC, TTF)

University Policies (Office of Policy & Compliance index)

- Use of Campus Systems policy
- Policy on Use of University Resources
- Background Check policy
- Inclement Weather policy
- Holiday Schedule
- HRS Manual
- Faculty/Admin Pro Manual

University Required Training (Notification received from HR)

- Online sexual harassment training
- University Employee Orientation