

Supervisor's Checklist: New Employees or Employee Transfers

EMPLOYEE INFORMATION

STATUS: <input type="checkbox"/> NEW EMPLOYEE <input type="checkbox"/> TRANSFER	CATEGORY: <input type="checkbox"/> FT FACULTY <input type="checkbox"/> ADJUNCT FACULTY <input type="checkbox"/> FT/PT STAFF <input type="checkbox"/> STUDENT EMPLOYEE <input type="checkbox"/> CONTINGENT <input type="checkbox"/> SPECIAL AFFILIATE		
EMPLOYEE NAME:	CWID:	USERNAME:	EXT:
JOB TITLE:	JOB PROFILE AND JOB FAMILY:	START DATE:	END DATE:
DEPARTMENT/OFFICE:	ACCOUNT/FOAP:	OTHER:	
SUPERVISOR NAME:	SUPERVISOR EMAIL: EXT:	OTHER:	

ACTIONS

DONE	N/A	HUMAN RESOURCES	DONE	N/A	PURCHASING
		CONFIRM NEW HIRE BENEFITS ORIENTATION (FT STAFF)			REQUEST/UPDATE COPY ACCESS
		CONFIRM NEW FT FACULTY ORIENTATION (AUGUST)			SETUP/UPDATE VENDOR ACCOUNTS
		CONFIRM NEW ADJUNCT FACULTY ORIENTATION (AUGUST)			SETUP/UPDATE SIGNING AUTHORITY
		COMPLETE ANTI-HARASSMENT TRAINING			ORDER BUSINESS CARDS & NAME TAG
		COMPLETE WORKPLACE VIOLENCE PREVENTION TRAINING			REQUEST/UPDATE MAILROOM ACCOUNTS
		COMPLETE TITLE IX REPORTING TRAINING			
DONE	N/A	ITS	DONE	N/A	OFFICE
		REQUEST/REASSIGN COMPUTER/MONITOR			NOTIFY DEPARTMENT/CHAIR/ASSISTANT
		BANNER INB/XTENDER			UPDATE EMAIL LISTS/CALENDARS
		MS 365 ACCOUNT			ASSIGN/UPDATE MAILBOX
		NETWORK DRIVE/JADE			PROVIDE FILE/DESK KEYS
		ASSIGN/REASSIGN PHONE EXT			REASSIGN/REQUEST OFFICE KEY (FACILITIES)
		COMPLETE ITS SECURITY TRAINING			
DONE	N/A	ACCOUNTING & BUSINESS SERVICES	DONE	N/A	OTHER
		SET UP/UPDATE DEFAULT PURCHASING FOP			SETUP/UPDATE TABLEAU ACCESS (CIPE)
		REQUEST PURCHASING CREDIT CARD			REQUEST TRAINING/ROOM ACCESS (EVENTS MGMT)
		REQUEST TRAINING/CONCUR ACCESS			REVIEW HR, ITS, ABS & OTHER UNIVERSITY POLICIES**
		REQUEST/UPDATE BANNER FINANCE			SCHEDULE RELEVANT CIT TRAININGS
DONE	N/A	ONE CARD	DONE	N/A	DEPARTMENT SPECIFIC
		REQUEST/UPDATE ONE CARD			
		REQUEST/UPDATE ALARM CODE			
		REQUEST/UPDATE OFFICE/BUILDING ACCESS			

*Transfers only

**New Employees only