

Supervisor's Checklist: New Employees or Employee Transfers

EMPLOYEE INFORMATION

STATUS: <input type="checkbox"/> NEW EMPLOYEE <input type="checkbox"/> TRANSFER	CATEGORY: <input type="checkbox"/> ADJUNCT <input type="checkbox"/> STUDENT STAFF	<input type="checkbox"/> FACULTY <input type="checkbox"/> TEMP STAFF	<input type="checkbox"/> FT/PT STAFF <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		DONE	N/A	
		HUMAN RESOURCES			PURCHASING
<input type="checkbox"/>	<input type="checkbox"/>	CONFIRM ORIENTATIONS	<input type="checkbox"/>	<input type="checkbox"/>	REQUEST/UPDATE COPY ACCESS
<input type="checkbox"/>	<input type="checkbox"/>	CONFIRM UNIVERSITY WELCOME	<input type="checkbox"/>	<input type="checkbox"/>	SETUP/UPDATE VENDOR ACCOUNTS
<input type="checkbox"/>	<input type="checkbox"/>	CONFIRM ANTI-HARRASSMENT TRAINING	<input type="checkbox"/>	<input type="checkbox"/>	SETUP/UPDATE SIGNING AUTHORITY
<input type="checkbox"/>	<input type="checkbox"/>	CONFIRM TITLE IX REPORTING TRAINING	<input type="checkbox"/>	<input type="checkbox"/>	ORDER BUSINESS CARDS & NAME TAG
			<input type="checkbox"/>	<input type="checkbox"/>	REQUEST/UPDATE MAILROOM ACCOUNTS
		ITS			OFFICE
<input type="checkbox"/>	<input type="checkbox"/>	REQUEST/REASSIGN COMPUTER/MONITOR	<input type="checkbox"/>	<input type="checkbox"/>	NOTIFY DEPARTMENT/CHAIR/ASSISTANT
<input type="checkbox"/>	<input type="checkbox"/>	BANNER INB/XTENDER	<input type="checkbox"/>	<input type="checkbox"/>	UPDATE EMAIL LISTS/CALENDARS
<input type="checkbox"/>	<input type="checkbox"/>	MS 365 ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>	ASSIGN/UPDATE MAILBOX
<input type="checkbox"/>	<input type="checkbox"/>	NETWORK DRIVE/JADE	<input type="checkbox"/>	<input type="checkbox"/>	PROVIDE FILE/DESK KEYS
<input type="checkbox"/>	<input type="checkbox"/>	ASSIGN/REASSIGN PHONE EXT	<input type="checkbox"/>	<input type="checkbox"/>	REASSIGN/REQUEST OFFICE KEY (FACILITIES)
<input type="checkbox"/>	<input type="checkbox"/>	COMPLETE SECURITY TRAINING			
		ACCOUNTING & BUSINESS SERVICES			OTHER
<input type="checkbox"/>	<input type="checkbox"/>	SET UP/UPDATE DEFAULT PURCHASING FOP	<input type="checkbox"/>	<input type="checkbox"/>	SETUP/UPDATE TABLEAU ACCESS (CIPE)
<input type="checkbox"/>	<input type="checkbox"/>	REQUEST PURCHASING CREDIT CARD	<input type="checkbox"/>	<input type="checkbox"/>	REQUEST TRAINING/ROOM ACCESS (EVENTS MGMT)
<input type="checkbox"/>	<input type="checkbox"/>	REQUEST TRAINING/CONCUR ACCESS	<input type="checkbox"/>	<input type="checkbox"/>	REVIEW HR, ITS, ABS & OTHER UNIVERSITY POLICIES**
<input type="checkbox"/>	<input type="checkbox"/>	REQUEST/UPDATE BANNER FINANCE	<input type="checkbox"/>	<input type="checkbox"/>	SCHEDULE RELEVANT CIT TRAININGS
		ONE CARD			DEPARTMENT SPECIFIC
<input type="checkbox"/>	<input type="checkbox"/>	REQUEST/UPDATE ONE CARD	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	REQUEST/UPDATE ALARM CODE	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	REQUEST/UPDATE OFFICE/BUILDING ACCESS	<input type="checkbox"/>	<input type="checkbox"/>	

*Transfers only

**New Employees only