On-Boarding Checklist: Staff Employee

EMPLOYEE INFORMATION	
Name:	Start date:
Position:	Supervisor:

PRIOR to FIRST DAY

Initiated by: Department Assistant

☐ Page Up – Notifications will be sent to both the Hiring Manager and New Hire prior to and following the employee's first day. There will be tasks, trainings and reminders the employee will want to address. Remind your new employee to complete tasks when notified.

☐ If employee will be driving a ND State Fleet vehicle, have them complete New Driver ID Request Form -- see UND Parking & Transportation website

☐ Phone Access – Contact your Telephone Counselor, if you are unsure who that is contact Tass Wood - UND Telecom

☐ Contact Information Resources re: equipment, computers, set up, cell, laptop, etc. its@med.und.edu or 7-3506

    ☐ Distribution list setup   ☐ Shared (S:) Drive setup   ☐ Printer setup   ☐ Software needs

    ☐ Outlook e-mail & calendar basic tips   ☐ YubiKey *(purchased by department)*

    ☐ Teams, make sure it's up and working on users PC   ☐ Shared calendars

☐ Order or arrange for necessary office supplies

☐ Order nameplate for outer office and install – request from Information Resources – Laura Stutrud

☐ Order business cards, if needed, from website https://campus.und.edu/brand/business-cards.html

☐ Order name badge from website https://campus.und.edu/brand/name-badges.html

☐ Update departmental website with staff name and Departmental Directory, if applicable

☐ Request PeopleSoft- HCM access – Admin/Fin - Administrative Assistant – Tass Wood

☐ Request PeopleSoft-Finance access – Admin/Fin - Administrative Assistant – Tass Wood

☐ Keys and EDA Access – contact Admin/Fin – Facilities and Safety Coordinator – Tom Peterson

☐ Add employee to SMHS calling tree – contact Admin/Fin – Facilities and Safety Coordinator – Tom Peterson

☐ Printer access – Copiers (employees are entered by main CTS with the dept/fund they were hired from) – contact Admin/Fin - Administrative Assistant – Tass Wood if you need a different dept/fund added for billing purposes.

FIRST DAY

Completed by: Department Assistant

☐ EMPLID # is: _____. Your office or workstation # is:_____. Your phone # is:_____

☐ For Your Health Staff Introduction - Alumni & Community Relations will contact the employee for announcement input.

☐ Notify employee of UND Headshot Photo Days

INTRODUCTIONS / TOURS

Completed by: (to be identified by the department)

- ☐ Introduce to department team members and partnering departments (such as Admin/Finance, Dean's Office)
- ☐ Consider pairing with a peer (similar position either within the same dept or outside)
- ☐ SMHS building virtual tour available here; https://www.youtube.com/watch?v=YfHEWopupj4&feature=youtu.be

☐ Employee's workstation or office	☐ Mailroom	☐ Kitchenette / Coffee Room
☐ Copier / fax / printers	☐ Office Supplies	☐ Café/Vending/Staff-faculty lounge
☐ Restrooms	☐ Parking Options	☐ Emergency (fire, shelter, siren)

POSITION INFORMATION

Completed by: Supervisor

- ☐ Review position description and job expectations
- ☐ Review departmental organizational chart
- ☐ Review initial job assignments and training plans
- ☐ Review personal conduct standards
- ☐ Review standard work hours / completion of timecards (if applicable) / time off requests

POLICIES / GENERAL INFO

Completed by: Supervisor

- ☐ Provide guidance regarding where to find policy, procedures, and other on-line resources for UND, the SMHS, and the department.
- ☐ Provide link to UND Staff Handbook and ask employee to familiarize themselves with contents.
- ☐ Probation period
- ☐ Performance reviews
- ☐ Reporting work related concerns
- ☐ Progressive disciplinary actions
- ☐ Inventory & assigned technology
- ☐ Confidentiality
- ☐ Flexible working guidelines – see "F" on the list for more information.
- ☐ Hybrid Work Arrangement – At the bottom of the policy page you will find the links to the appropriate forms that must be used.

- ☐ Salary versus hourly, timekeeping procedure
- ☐ Annual and sick leave, holidays, leave reporting
- ☐ Paydays are the 1st and 15th of the month
- ☐ Benefits begin on the 1st of the month, following the month of hire
- ☐ PeopleSoft HRMS employee self-service access
- ☐ Branding guidelines for email

Communications
- ☐ For Your Health, weekly SMHS newsletter
- ☐ UND Today, University Letter
- ☐ UND Staff Senate
- ☐ UND Staff Chat (Optional)

DEPARTMENT SPECIFICS

Completed by: Supervisor

- ☐ Staff meetings
- ☐ Travel policies / travel card: Yes or No?
- ☐ State car / gas card
- ☐ Mail procedures
- ☐ Directory Information
- ☐ Fragrance Recommendation/Policy

- ☐ Telephone usage
- ☐ Dress code & denim days
- ☐ Requesting/Ordering supplies
- ☐ Out-of-office protocol (Time off calendar)
- ☐ Committees (if applicable)
- ☐ Breaks/Lunch

TRAINING *as applicable*	**Completed by: Employee & Supervisor**

☐ Vector Solutions – mandatory training automatically assigned
 	
☐ Vector Solutions app – download https://campus.und.edu/safety/_files/docs/safecampus-app-flyer.pdf
 	
☐ Records Training – contact Susan Carlson
 	
    ☐ What is a Record?
 	
    ☐ Versatile - New User
 	
    ☐ Blackboard User set up – Tass Wood
 	
☐ DocuSign Training (Click on "D" and search)
 	
☐ DocuSign – to be added to SMHS groups – Tass Wood
 	
☐ Contracts Database – Tass Wood
 	
☐ Grants Training – contact Susan Holden
 	
☐ PeopleSoft HCM– Joanne Barstad, UND HR
 	
☐ PeopleSoft Finance; Admin/Finance and https://campus.und.edu/finance/training.html
 	
☐ Perceptive Content/Jaggaer https://campus.und.edu/finance/training.html, https://und.edu/academics/ttada/training.html
 	
☐ Travel https://campus.und.edu/finance/training.html
	☐ PCard: Contact your supervisor and SMHS Finance at smhs@finance.und.edu
	
	☐ FMS System Access – individuals with Finance duties-request access from Tass Wood
	
	☐ Finance/Admin-related Microsoft Teams; BLF Teams – request access from– Tass Wood
	
	☐ Business Leadership Forum (BLF) email group – request from Tass Wood
	
	Additional Training specific to Department/Position:
	
	e.g. Immunizations
	
	☐ _____
	
	☐ _____
	
	☐ _____
	
	☐ _____
	
	☐ _____
	
	☐ _____

CONFIRMATION OF COMPLETION
I have completed this checklist with the assistance of departmental staff and my supervisor.   Signature of staff employee: _____ Date: _____   Signature of supervisor: _____Date: _____ RETURN COMPLETED FORM TO SMHS HUMAN RESOURCES   HR confirmation of completion: _____ Initial _____Date   ***Final form to be retained within departmental personnel file record***

Resource Links:
Staff Handbook https://campus.und.edu/human-resources/policies.html
New Employee Information https://campus.und.edu/human-resources/employees/new-employees.html
Procurement and Payment Services http://www1.und.edu/finance-operations/procurement-and-payment-services/index.cfm
Transportation Services (to obtain ID for State Fleet) https://campus.und.edu/transportation/state-fleet/new-driverid-form.html
Tip Sheet/Job Aid: PeopleSoft HCM, PeopleSoft Finance, Campus Solutions https://campus.und.edu/operations/

Profile: UND provides a directory as one central landing page for each staff member to manage their own professional information. Information on how to update your directory information can be found here: https://campus.und.edu/campus-services/web-support/directory-instructions.html