

## On-Boarding Checklist: Staff Employee

EMPLOYEE INFORMATION	
Name:	Start date:
Position:	Supervisor:

### **PRIOR to FIRST DAY**

**Initiated by: Department Assistant**

- If employee will be driving a ND State Fleet vehicle, have them complete New Driver ID Request Form -- see [UND Parking & Transportation website](#)
- Obtain long distance phone code – Dean’s Office – Telephone Counselor- Mary Hamilton
- Request phone quick reference guide, directory navigation – Admin/Fin - Administrative Assistant – Tass Wood
- Contact Information Resources re: equipment, computers, set up, cell, laptop, etc. [its@med.und.edu](mailto: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
- Request PeopleSoft-HRMS access – Admin/Fin - Administrative Assistant – Tass Wood
- Request PeopleSoft-Finance access – Admin/Fin - Administrative Assistant – Tass Wood
- Request Perceptive Content access – Admin/Fin - Administrative Assistant – Tass Wood
- If employee needs signature authority (Accounting Services and HR/Payroll) contact Admin/Fin – Tass Wood
- Keys and EDA Access – contact Admin/Fin - Administrative Assistant – Tass Wood
- Printer access (code) for copiers – contact Admin/Fin - Administrative Assistant – Tass Wood

### **FIRST DAY**

**Completed by: Department Assistant**

- EMPLID # is: \_\_\_\_\_. Your office or workstation # is: \_\_\_\_\_. Your phone # is: \_\_\_\_\_
- Collect employee signed updated PD (w/org chart) and Offer Letter, send to SMHS Human Resources.
- Complete online I-9 Section 2 (department)
- Complete E-verification, make color copy of employee photo ID, write the EMPLID and start date on copy and email to [UND.humanresources@UND.edu](mailto:UND.humanresources@UND.edu). (If not an E-Verify site, direct to SMHS Human Resources);
- For Your Health Staff Introduction - Alumni & Community Relations will contact the employee for announcement input.
- Notify employee of [UND Headshot Photo](#) Days

<b><u>INTRODUCTIONS / TOURS</u></b>		<b>Completed by:</b> (to be identified by the department)
<input type="checkbox"/> Introduce to department team members and partnering departments (such as Admin/Finance, Dean's Office) <input type="checkbox"/> Consider pairing with a buddy (like-type position either within the same dept or outside) <input type="checkbox"/> SMHS building virtual tour available here; <a href="https://www.youtube.com/watch?v=YfHEWopupj4&amp;feature=youtu.be">https://www.youtube.com/watch?v=YfHEWopupj4&amp;feature=youtu.be</a>		
<input type="checkbox"/> Employee's work station or office <input type="checkbox"/> Copier / fax / printers <input type="checkbox"/> Restrooms	<input type="checkbox"/> Mailroom <input type="checkbox"/> Office Supplies <input type="checkbox"/> Parking Options	<input type="checkbox"/> Kitchenette / Coffee Room <input type="checkbox"/> Café/Vending/Staff-faculty lounge <input type="checkbox"/> Emergency (fire, shelter, siren)
<b><u>POSITION INFORMATION</u></b>		<b>Completed by: Supervisor</b>
<input type="checkbox"/> Review position description and job expectations <input type="checkbox"/> Review initial job assignments and training plans <input type="checkbox"/> Review standard work hours / completion of time cards (if applicable) / time off requests		
<input type="checkbox"/> Review departmental organizational chart <input type="checkbox"/> Review personal conduct standards		
<b><u>POLICIES / GENERAL INFO</u></b>		<b>Completed by: Supervisor</b>
<input type="checkbox"/> Provide guidance regarding where to find policy, procedures, and other on-line resources for UND, the SMHS, and the department. <input type="checkbox"/> Provide link to <a href="#">UND Staff Handbook</a> and ask employee to familiarize themselves with contents. <input type="checkbox"/> Probation period <input type="checkbox"/> Performance reviews <input type="checkbox"/> Reporting work related concerns <input type="checkbox"/> Progressive disciplinary actions <input type="checkbox"/> Inventory & assigned technology <input type="checkbox"/> Confidentiality	<input type="checkbox"/> Salary versus hourly, timekeeping procedure <input type="checkbox"/> Annual and sick leave, holidays, leave reporting <input type="checkbox"/> Paydays are the 1 <sup>st</sup> and 15 <sup>th</sup> of the month <input type="checkbox"/> Benefits begin on the 1 <sup>st</sup> of the month, following the month of hire <input type="checkbox"/> PeopleSoft HRMS employee self service access  <u>Communications</u> <input type="checkbox"/> For Your Health, weekly SMHS newsletter <input type="checkbox"/> UND Today, University Letter <input type="checkbox"/> UND Staff Senate	
<b><u>DEPARTMENT SPECIFICS</u></b>		<b>Completed by: Supervisor</b>
<input type="checkbox"/> Staff meetings <input type="checkbox"/> Travel policies / travel card: Yes or No? <input type="checkbox"/> State car / gas card <input type="checkbox"/> Mail procedures <input type="checkbox"/> Directory Information	<input type="checkbox"/> Telephone usage <input type="checkbox"/> Dress code & denim days <input type="checkbox"/> Ordering supplies <input type="checkbox"/> Out-of-office protocol (Time off calendar)	

**TRAINING** as applicable

**Completed by: Employee & Supervisor**

- Safe Colleges – mandatory training automatically assigned <https://campus.und.edu/safety/resources/safe-colleges.html>
- SafeCampus 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 – Tass Wood
- Contracts Database – Tass Wood
- Grants Training – contact Diane Hillebrand
- PeopleSoft HRMS– 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>

- Resident Coordinators (Dept. Admin Assistants) request access to COBRA website from Tass Wood
- P-Card Training <https://campus.und.edu/finance/procurement-and-payment-services/p-card.html>
- FMS System Access – individuals with Finance duties-request access from Tass Wood
- Finance/Admin-related MS Teams– request access from– Tass Wood
- Finance Working Council 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 HRMS, PeopleSoft Finance, Campus Solutions <https://campus.und.edu/operations/>