

On-Boarding Checklist: Staff Employee

Employee ID (EMPLID): _____

EMPLOYEE INFORMATION	
Name:	Start date:
Position:	Supervisor:

PRIOR to FIRST DAY

Initiated by: Department Assistant

- Send employee a hiring packet (paper benefit forms) and instruct them to return to you. *Not applicable if a current UND employee/transfer.* Found here <https://campus.und.edu/human-resources/managers-toolbox/quick-guide-forms-and-manuals.html> Scroll down to "Hiring Packets"
- Send employee the [List of Acceptable Documents for I-9](#) employment eligibility.
- Prompt employee to complete U-Card Application – see [UND U-Card website](#)
- Prompt employee to request A zone parking permit– see [UND Parking website](#)
- 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 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 - Administrative Assistant – 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 PD w/org chart, Letter of Offer, Hiring Packet forms and send to SMHS Human Resources.
- Complete online I-9 Section 2 (department)
- Complete E-verification (If not an E-Verify site, direct to SMHS Human Resources);
 - Make color copy of employee photo ID, write the EMPLID and start date on copy and email to UND.humanresources@UND.edu
- Notify employee of [UND Headshot](#) Photo Days
- For Your Health Staff Introduction - Alumni & Community Relations will contact the employee directly for input.

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 buddy (like-type position either within the same dept or outside)
- SMHS building virtual tour available here; <https://www.youtube.com/watch?v=YfHEWopupj4&feature=youtu.be>

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|--|--|--|
| <input type="checkbox"/> Employee's work station or office | <input type="checkbox"/> Mailroom | <input type="checkbox"/> Kitchenette / Coffee Room |
| <input type="checkbox"/> Copier / fax / printers | <input type="checkbox"/> Office Supplies | <input type="checkbox"/> Café/Vending/Staff-faculty lounge |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Parking Options | <input type="checkbox"/> Emergency (fire, shelter, siren) |

POSITION INFORMATION **Completed by: Supervisor**

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

POLICIES **Completed by: Supervisor**

- | | |
|--|---|
| <ul style="list-style-type: none"> <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 UND Staff Handbook 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 | <ul style="list-style-type: none"> <input type="checkbox"/> Salaries exempt, hourly non-exempt <input type="checkbox"/> Vacation and sick leave, holidays, leave reporting <input type="checkbox"/> Progressive disciplinary actions <input type="checkbox"/> Inventory & assigned technology <input type="checkbox"/> Confidentiality |
|--|---|

<u>DEPARTMENT SPECIFICS</u>		Completed by: Supervisor
<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) <input type="checkbox"/> How/when do I get paid at UND? <input type="checkbox"/> When do my benefits start at UND? <input type="checkbox"/> UND self-service access	
<u>TRAINING</u> as applicable		Completed by: Employee & Supervisor
<input type="checkbox"/> Safe Colleges – mandatory training automatically assigned https://campus.und.edu/safety/resources/safe-colleges.html <input type="checkbox"/> SafeCampus app – download https://campus.und.edu/safety/files/docs/safecampus-app-flyer.pdf <input type="checkbox"/> Records and Information Management - Susan Carlson <ul style="list-style-type: none"> <input type="checkbox"/> What is a Record? <input type="checkbox"/> New User -Versatile and/or ERMS <input type="checkbox"/> Blackboard - Tass Wood <input type="checkbox"/> DocuSign Training – Tass Wood <input type="checkbox"/> Contracts Database – Tass Wood <input type="checkbox"/> Grants Training – contact Diane Hillebrand <input type="checkbox"/> PeopleSoft HRMS– Joanne Barstad, UND HR <input type="checkbox"/> PeopleSoft Finance; Admin/Finance and https://campus.und.edu/finance/training.html <input type="checkbox"/> Perceptive Content/Jaggaer https://campus.und.edu/finance/training.html , https://und.edu/academics/ttada/training.html <input type="checkbox"/> Travel https://campus.und.edu/finance/training.html <input type="checkbox"/> Resident Coordinators (Dept. Admin Assistants) request access to COBRA website from Tass Wood <input type="checkbox"/> P-Card Training https://campus.und.edu/finance/procurement-and-payment-services/p-card.html <input type="checkbox"/> FMS System Access – individuals with Finance duties- request access from Tass Wood <input type="checkbox"/> Finance/Admin-related MS Teams– request access from– Tass Wood <input type="checkbox"/> Finance Working Council email group – request from Tass Wood	<p><u>Custom Training for Department/Position:</u></p> <p>e.g. Immunizations</p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	

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

<https://campus.und.edu/human-resources/policies.html>

Staff Handbook

<https://campus.und.edu/human-resources/employees/new-employees.html>

New Employee Information

<https://und.edu/directory/>

Faculty and Staff Directory

<http://www1.und.edu/finance-operations/procurement-and-payment-services/index.cfm>

Procurement and Payment Services

<https://campus.und.edu/transportation/state-fleet/new-driverid-form.html>

Transportation Services
(to obtain ID for State Fleet)

TIP SHEETS & JOB AIDS

<https://campus.und.edu/operations/>

PeopleSoft HRMS, PeopleSoft
Finance, Campus Solutions