## Staff Employee On-Boarding

### EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Supervisor:</td>
</tr>
</tbody>
</table>

### PRIOR to the FIRST DAY

**NOTE:** Some of the steps below are completed by the new employee with assistance of the department. 

**Completed by:** ____________________________

- [ ] Obtain Start Date and Starting Salary
- [ ] Draft Letter of Offer or Transfer Letter of Offer
- [ ] Personalize the Position Description
- [ ] Complete MSS hire:
  - Employee ID (EmplID) is: ___________________
  - Criminal History Records Check (CHRC) Completed: ___________________
  - See SMHS website> About> Admin> Admin/Fin> HR for complete appointment and hire process instructions
- [ ] Send employee hiring "packet" of paper forms and instruct them to return it to the department. (this is in addition to the electronic onboarding forms that are completed through the MSS Activity Guide)
  - See UND HR website> Manager Self Service> Hiring Packets
- [ ] Send employee the List of Acceptable Documents for I-9 employment eligibility.
- [ ] Schedule a time to take photo with SMHS Alumni & Community Relations for U-Card application and other purposes, as necessary.
- [ ] Complete U-Card Application – See UND U-Card website
- [ ] Verify that the individual has A zone parking or request new – See UND Parking Office website
- [ ] Complete New Driver ID Request Form for ND State Fleet
  - See UND Parking & Transportation website
- [ ] Order nameplate made for outer office and install
- [ ] Order business cards
- [ ] Obtain long distance phone code; print quick reference guide; phone directory navigation via local department’s telephone counselor.
- [ ] Check with Information Resources re: computers (cell, laptop, etc)
- [ ] Request PeopleSoft-HRMS access
- [ ] Request PeopleSoft-Finance access
- [ ] Request Perceptive Content access
- [ ] Name Tag
☐ Update departmental website with staff name
☐ Order or arrange for necessary office supplies
☐ For Your Health Staff Introduction – arranged by SMHS Human Resources through Alumni & Community Relations once hire is approved. Department will be asked for input by Alumni & Community Relations.
☐ Request HIPAA training - arranged by SMHS Human Resources via local HIPAA coordinator.
☐ Accounting Services and HR/Payroll Services signature authorizations – contact the SMHS Administration & Finance Office
☐ Keys and EDA Access
☐ Printer access for copiers– contact the SMHS Administration & Finance Office

FIRST DAY
Completed by:  
(unless otherwise noted)

☐ Your EmplID # is: ___________. Your office or workstation # is:_________. Your phone # is:_________.
☐ 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.
   See UND HR website>Policies and Procedures>Staff Handbook
☐ Provide eligibility for employment documentation, complete online I-9 Section 1 (employee).
☐ Complete online I-9 Section 2 (department).
☐ Make color copy of employee photo ID, write the EmplID and start date on copy and submit to SMHS Administration and Finance for E-verification.
☐ Collect signed PD w/org chart, Letter of Offer, Hiring Packet forms and send to SMHS Human Resources.

INTRODUCTIONS AND TOURS
Completed by:

☐ Meet team members
☐ Meet Administration & Finance Office Staff
☐ Meet Dean’s Office Staff

☐ Employee’s work station or office
☐ Copier / fax / printers
☐ Restrooms
☐ Mailroom
☐ Office Supplies
☐ Parking Options
☐ Kitchenette / Coffee Room
☐ Café/Vending/Staff-faculty lounge
☐ Emergency (fire, shelter, siren)
### POSITION INFORMATION

**Completed by Supervisor**

- Review job 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.

### COMPUTERS

**Contact Information Resources**

Meet with Information Resources Coordinator of IT Services  Phone #: 701-777-6384

- Distribution list setup  □ Shared (S:) Drive setup  □ Printer setup  □ Software needs
- E-mail address setup  □ Outlook e-mail & calendar basic tips  □ Usage of UND-owned computers/software
- YubiKey Purchase

### POLICIES

**Completed by Supervisor**

- Probation period
- Performance reviews
- Reporting work related concerns
- Salaries exempt, hourly non-exempt
- Vacation and sick leave, holidays, leave reporting

- Progressive disciplinary actions
- Inventory & assigned technology
- Confidentiality

### WORKING at ____________________________ (department name)

**Completed by Supervisor**

- Staff meetings
- Travel policies / travel card: Yes or No?
- State car / gas card
- Mail procedures
- Directory Information
- Telephone usage
- Dress code & denim days
- Ordering supplies

- Out-of-office protocol (Time off calendar)
- How/when do I get paid at UND?
- When do my benefits start at UND?
- UND self-service access

### TRAINING (as applicable—also discuss UND mandatory training through Safe Colleges/other)

- Safety Training, Safe Campus app
- What is a Record Training?
- DocuSign Training
- Contracts Database
- Pull from Contracts Database for the specific department, to view what contracts are in place and review based on term dates, to see what is needed.
- New User Versatile Training (Record Coordinators)
- PeopleSoft HRMS

**Custom Training for Department/Position:**

- Immunizations
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- PeopleSoft Finance
- Perceptive Content
- Travel
- Resident Coordinators (Dept. Administrative Assistants) need to be given access to COBRA website by authorized users in Administration and Finance Office.
- P-Card Training
- FMS System Access – individuals with Finance duties – email Andy Palmiscno - apalmiscno@undeerc.org and Vicki Link – Information Resources SMHS

**CONFIRMATION OF COMPLETION**

I have completed this checklist with the assistance of departmental staff and my supervisor.

| Signature of employee: ____________________________ | Date: __________________ |
| Signature of supervisor: __________________________ | Date: __________________ |

**RESOURCE LINKS**

- https://campus.und.edu/human-resources/policies.html
- https://campus.und.edu/human-resources/employees/new-employees.html
- https://und.edu/directory/
- https://www.youtube.com/watch?v=YfHEWopupj4&feature=youtu.be
- http://www1.und.edu/finance-operations/procurement-and-payment-services/index.cfm
- https://campus.und.edu/transportation/state-fleet/new-driverid-form.html

**TIP SHEETS & JOB AIDS**

- https://campus.und.edu/operations/
- https://campus.und.edu/human-resources/
- https://campus.und.edu/human-resources/a-z-forms.html