



NEW EMPLOYEE ONBOARDING CHECKLIST

Initial in box once action item is complete

Employee Name: _____ NetID: _____ UIN: _____

BEFORE EMPLOYEE'S ARRIVAL

ADMIN

- 1st day parking arrangement
- Designate office space
Building _____ Room # _____
- Employee requests parking space
- Facility access
- Voice mail set up

BUSINESS

- Computer and office supplies

CHR

- Claim Net ID

AT ONBOARDING

- I-9 employment eligibility verification
- Workday onboarding tasks

DURING WEEK 1

ADMIN

- Set up exchange email account, network drive(s), & listserv
- Order business cards
- Add employee to website
- Introduce to colleagues in department/faculty mentor
- Tour of facilities
- Review safety protocols and exits

BUSINESS

- Request Aggie ID card
- Process relocation payment (as needed)

ADMIN & BUSINESS

- Describe departmental operations
Web page, org chart, & personnel support

SYSTEM ACCESS (AS NEEDED)

- Canopy/FAMIS
- Maestro
- Concur
- Aggiebuy
- Compass
- Blackboard/Canvas

COORDINATE WITH FISCAL (AS NEEDED)

BUSINESS

- Travel card
- Startup account numbers
- Maestro training

COORDINATE WITH HR (AS NEEDED)

BUSINESS

- Workday & Laserfiche training

SUPERVISOR TO DISCUSS WITH EMPLOYEE

- Employee's 30/60/90 day goals
Staff only
- Position description
Staff only-Sign, date, & place in personnel file
- Review expectations of RELLIS values
- Expectations for work schedule, breaks, overtime, & requesting time off
- Performance evaluation timeline
- Training & professional development options
- Pay periods
provide bi-weekly/monthly pay schedule
- Emergency procedures
inclement weather, fire, evacuation plans, etc.