

**New
Benefit Eligible
Employee Checklist
(Department)**
Rev. 07/18/2022

Please use the following form to document your new benefit eligible employee's onboarding in your department. Not all items may be applicable to every employee (write "N/A").

Employee Name:

Notify department employees and encourage support	
Prepare schedule for employee's first 2 weeks	
Make copy of job description/expectations and department's org chart	
Ensure a copy of department guidelines is available	

Review telephone, long distance card, fax, e-mail, calendar use	
Review department guidelines	
Explain timekeeping/leave reporting procedures	
Explain attendance guidelines, call-in procedures and requests for time off	
Explain work schedule and office hours	
Explain mail (incoming/outgoing)	
Explain building access and keys	
Explain office open/close procedures	
Explain office supplies and office equipment	
Explain building safety and emergency preparedness (tornado, fire)	
Explain dress code	
Explain how/where to save items on computers, networks, etc.	
Record greeting/voicemail on office phone	
Set up email signature	
Explain Outlook calendar procedures	
Order business cards, name tag and/or uniforms, ask them to verify it has the name on it they would like to be called.	
Discuss University and dept. missions	
Ensure employee will review WSU policies and procedures (https://www.wichita.edu/about/policy/)	
Share a campus map and show locations relevant to their job or provide services (RSC, Food Court, University Police Dept., etc.)	
Explain annual review process and expectations	
Schedule a goal planning session for annual review process	
Discuss employee's overall first impressions	
Ensure new employee has completed required trainings: FERPA, IT Security Awareness, Annual Conflict Interest Form, Drug Free Workplace, Campus Security Authority	

Enroll employee in other relevant university trainings they will need for their position such as:

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