

NEW EMPLOYEE CHECKLIST

- If new to SUU or has not worked on campus in 12 months, complete HR documentation the first day of work. The I9 identification documents required for verification can be found [here](#). Examples include:
 - 1) passport or
 - 2) a combination of a social security card and valid driver's license.

The initial paycheck for those who are starting their first job with SUU will be mailed. Setting up direct deposit promptly will ensure the subsequent checks will be deposited.

- Attend an onboarding and benefits meeting on the first day of the pay period (typically 1st and 16th of the month, or next business day) with the Benefits Manager, Shelly Merrill. For more information, direct employee to:

- SUU [Benefits Overview](#)
- Review the [payroll and payday information](#)

- [Complete FERPA training](#)

- Request access to all areas where the access is needed.

<input type="checkbox"/>	_____

Employees must complete FERPA training before access to the following applications can take place.

Possible areas of access: Banner, Finance, Argos, BMI, Canvas, Department Shared Drives, Other systems that are used by the department, etc.

- 4. Request the needed equipment for the position
 - Computer, docking station, etc
 - Phone
 - Other equipment needed for the position

- 5. Update the necessary departments to have accurate information

- [Sign Shop](#)
- [Directory](#)
- [Department Website](#)
- [Business Cards](#) (Local business, ImagePro, has the SUU Marketing format for all business cards)

- 10. If applicable:

- Order keys from [lockshop](#)
- [Parking permit](#)
- [ID Card](#)
- [Purchasing card](#)
- [Admin Accounting Training](#): i.e. Travel, etc: (David Clark x8066)

First Day:

- Attend onboarding meeting, complete HR documentation
- Provide information on the department and the University leaders on campus
- Provide information on who to contact for specific issues / questions

First Week Schedule:

- Set up time for online trainings and HR visit for paperwork and onboarding first day
- Set up meetings with individual team members
- _____
- _____
- _____
- _____

First month:

- Attend full day New Hire Orientation
- Complete all required trainings including Title VII and title IX trainings
- Other department specific trainings
- _____
- _____
- _____
- _____

- Learning about SUU - Independent Study**
 - Spend time exploring <https://www.suu.edu/>
 - Watch [“Back up the Mountain” video](#)
 - Study the [SUU’s 125th Anniversary](#) page
 - Read the new [Strategic Plan](#)