

# HR Onboarding Checklist

Employee Name: \_\_\_\_\_ Classification: \_\_\_\_\_ Dept: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Start Date/Semester: \_\_\_\_\_

## Section 1: Before First Day on the Job

### ***Welcome messages to new employee***

- Obtain correct PCN for position (TPT/Adjunct)
- HR sends token information to supervisor.
- HR sends personal welcome message with instructions to create employee record.
- Check New Hire Status in HR Campus.
- Employee has created/updated employee record and Tech ID.
- HR sets up orientation meeting for first day.
- HR sends confirmation email to new employee and supervisor of first day meeting, provides parking instructions and information needed for I-9.
- HR notifies immediate supervisor and IT that employee is in system.
- Add employee to salary approval log (staff only).
- Forward signed offer letter to supervisor and union representative

### ***First meeting with HR***

- Review and sign position description
- Complete Hire packet and I-9
- Benefits and payroll information shared if applicable
- Welcome bag – (FTU & PTU only) FDLTCC fabric bag, Post it cub, 5x7 tablet, coffee cup
- Explain requirements for mandatory system and campus training
- Explain Credentialing and column/step for faculty over 5 credits
- Update leave accrual date if EE requesting Length of Service Credit (MAPE/MMA)
- Update Directory website, Phone List both tabs, Daily Log Sheet, Org Chart
- Send notification for teams list – Stephanie for Staff, Kari for faculty

### ***Sema4***

- Employee record has interfaced with sema4
- Send copy of salary placement approval to Service Center
- Schedule second appointment with employee
  - Set up Direct Deposit
  - Complete W-4
  - Time sheet
- Work with Safety Officer to add additional training if required
- Send ELM training information to employee

### **HR Campus**

- Email supervisor for work schedule with instructions to add office number and phone number into employee profile (supervisor view)
- Add below information to HR campus

~Step increases ~Performance Reviews ~Work Schedule ~Organizational Screen  
~Credentials (Faculty)