

New Employee Onboarding Checklist

(Faculty, Staff and Temporary Employees)

This list is a suggested guideline, when onboarding new employees please note that depending on the type of hire some of the items listed may or may not be relevant

Employee Name:	
Department:	
Position:	Date of Hire:
U Number:	

Department/Payroll Information

- W-4 Federal form completed via ESS
- W-4 State form completed via ESS
- Patent Policy Form
- Conflict of Interest policy statement
- Ensure employee has access to the [BUworks Central portal](#) to confirm Personal Data and to provide Emergency Contact Information
- Confirm with employee the name and phone number of Human Resources Consultant
- Sign up for Direct Deposit via ESS

Human Resources

- Complete I-9 Form within first three days of employment
- Establish Email account
- Kerberos password
- Conflict of Interest Employment Form completed at time of application
- UID number issued by Human Resources
- Obtain BUID Terrier Card for eligible employees
- New Employee Orientation scheduled by HR for _____

Access Information

- Establish access to appropriate computing resources and electronic files
- Provide access to UIS as necessary
- Establish phone extension
- Activate voicemail
- Provide long distance access code
- Add employee's name to any email group lists, distribution lists, internal/office phone lists and/or website

Departmental Orientation and Office Access

- Inform staff of employee's arrival
- Set up and clean office space
- Obtain office supplies
- Establish training schedule
- Establish office mailbox
- Introduce employee to staff on first day
- Bring on tour of building/office/facilities including lunchroom, emergency exits, and restrooms
- Indicate location of closest T stop or parking lot to office
- Provide keys (office, building, desk, file cabinets etc.)
- Provide security codes if necessary
- Show location of fax machines, copiers, printers etc.; provide instruction and any access information
- Review dress code and office protocol
- Explain completion of timesheet for exempt employees
- Explain time entry via ESS for non-exempt employees
- Review pay schedule
- Confirm work schedule

Relevant Work Related Items

- Business cards
- Nameplates
- Name badge
- P-card
- Cell phone
- Beeper
- PDA
- Laptop
- Uniforms
- Manuals/handbooks
- Tools
- Other _____

Completed by: _____ Date: _____