WICHITA STATE UNIVERSITY

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: _____   **myWSU ID:** _____

Supervisor Name: _____   **Start Date:** _____

Department Name: _____

BEFORE EMPLOYEE STARTS	
ACTION	**DATE COMPLETED**
Make desk file for employee information	
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	
Schedule time to meet with employee during first week	
Prepare computer and software for employee	
Ensure workstation is clean and stocked	
Order office equipment and supplies	
Call Telecommunications to change desk phone header and voicemail password	
Arrange for building access (WSU badge, keys, etc.)	
Reach out to the new employee to discuss their schedule for their first day. Recommended topics: • Explain parking availability (if new to the building) • Explain where (the specific location) they will report for their first day • Identify what time and who they will meet to start their first day	

NEW EMPLOYEE ORIENTATION- SECOND DAY	
ACTION	**DATE COMPLETED**
Ensure new benefit-eligible employee attends virtual New Employee Orientation and completes the online NEO modules on second day of employment.	

NEW EMPLOYEE – FIRST WEEK	
ACTION	**DATE COMPLETED**
Introduce employee to internal/external staff	
Tour office, including restrooms and break areas	
Explain break room policies (food storage and community utensils)	
Explain break rules, including lunchtime and tobacco-free campus policies	
Review job description and org chart	

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: • Banner, Self-service & Reporting Services Finances (Registrar), Visa Business Procurement Card Training (Financial Operations), ePAF for Approvers and Originators, myPerformance for Self-Evaluation, etc. • Schedule times for the new employee to sit with each department and discuss how they will interact/work together with this department, if applicable	

NEW EMPLOYEE – FIRST MONTH	
ACTION	**DATE COMPLETED**
Ensure new employee has completed the required Preventing Harassment and Discrimination online training	
Verify that employee has set up Duo Security	
Meet with the employee regularly (weekly/bi-weekly) to ensure they are getting what they need to be successful in their training. Some suggested topics to talk about: • How is training going? • Do you feel you have what you need to be successful in your role? • Do you have questions about your role? • Do you need anything from me?	