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| --- | --- | --- |
| **Manager** | **New Employee** | **Pre-Arrival Checklist** |
| □ |  | Manager to Confirm Start date with new hire; inform them where to park and first day arrival time. Remind them to bring employment [eligibility documents](http://managers.hr.gsu.edu/files/gravity_forms/1-02e6ecd3857a89f67b0161de291608bc/2015/01/StaffNewHirePacket2015.pdf) if they have not already done so.  |
| □ |  | Manager will submit processed CRF and approved e-PAF. If any part of the New-Hire Packet is incomplete or the CRF and e-PAF haven’t been submitted, HR cannot enter the employee into the system and they will not be assigned a Campus ID # |
| □ |  | Manager will allocate time to spend with new hire on first day, along with preparing a first day and first week agenda for the new hire. |
| □ |  | Manager to inform current staff of new hire’s start date during staff meeting or e-mail |
|  | □ | **New hire must complete “New-Hire Packet” along with any other needed paperwork and submit to HR. Notify manager that these have been submitted.** |
|  | □ | New hire will check to see if they have been entered into the GSU system approximately 5 days before start date, assuming all HR paperwork had been previously submitted <https://campusid.gsu.edu/lookup/> . If you are not in the system please notify your manager. |
|  | □ | New hire will activate Campus ID # online approximately 3 days before start date <https://campusid.gsu.edu/main>. This will allow them to set up GSU email in advance, as well as making sure they will have access to their office computer on their first day. |
| **Manager** | **New Employee** | **First Day Checklist** |
|  |  | \*\*If New Hire Packet has not been submitted, Employee must do so on their first day. They will not have a Campus ID # for approximately 5-7 business days until this is completed. They will not be able to log into GSU Computers, email, get a Panther Card, etc. until they have a Campus ID #. |
| □ | □ | **Manager will provide New Hire with a copy of their job responsibilities, performance expectations, work time, and make sure they have reviewed the** [**GSU Employee Handbook**](http://managers.hr.gsu.edu/files/gravity_forms/1-02e6ecd3857a89f67b0161de291608bc/2014/01/Georgia-State-University-Classified-Employee-Handbook-Revised-10.20131.pdf) |
| □ | □ | Manager will review department policies & procedures that apply to the employee’s role (attendance and punctuality, dress code, lunch, mail, e-mail, work schedules, travel, reimbursement policy, etc.) |
|  | □ | **ETHICS TRAINING:** The Board of RegentsEthics training must be completed within 30 days of hiring <http://employees.hr.gsu.edu/new-hires/what-you-need-to-do-in-your-first-30-days/ethicstraining/> |
|  | □ | New Hire will register for the New Employee Orientation Session**:** [Panther Tracks (NEO)](http://managers.hr.gsu.edu/onboarding/new-employee-orientation/) which provides details about the policy and procedures of the university, connections with the university community and accessing employee benefits (health and welfare plans, retirement plans, etc.). |
| **Manager** | **New Employee** | **First Day Checklist** |
| □ |  | Schedule training for Development Systems withTracy Van Voris at 3-3444. Make sure to complete the GSU Foundation’s New User Account and Confidentiality Statement forms found under Application Access Documents at <http://netcommunity.gsu.edu/foundation-forms> |
| □ |  | Manager will arrange meeting for new Hire to meet with Dean/Division Head/Director/Etc. |
| □ |  | Manager will inform New hire about regular scheduled staff meetings and any other events they will need to attend. |
| □ |  | Manager will verify that New Hire has attended the New Employee Orientation Session: [Panther Tracks (NEO)](http://managers.hr.gsu.edu/onboarding/new-employee-orientation/)  |
|  | □ | New Hire must obtain a **Panther Card**: The [Panther Card](http://www.gsu.edu/panthercard/47086.html) is the campus identification card. It is the university’s official identification card, library card, and access card to buildings and labs. Panther Cards may be obtained approximately 2 business days after all Human Resources paperwork has been processed. Employees MUST activate their Campus ID# before they can get a Panther Card. |
|  | □ | **Parking and Transportation**: On-campus parking in assigned lots is available for staff. All new employees who want to park on campus should register in the Auxiliary Services office in the University Center building. <http://parking.gsu.edu/permits/faculty-and-staff/> |
|  | □ | **Payroll:** Click the link [**Getting Set up on Payroll**](http://employees.hr.gsu.edu/new-hires/what-you-need-to-do-in-your-first-30-days/payroll-setup/) to find what do emplyees need to do to receive their first paycheck, how to properly report their time to payroll using the [ADP system](https://portal.adp.com/public/index.htm), and make changes to payroll and benefit services online.  |
|  | □ | **Benefits:** Deadlines to submit paperwork related to health insurance and retirement benefits are determined by the [Human Resources Benefits Department](http://www.gsu.edu/hr/benefits/). Employees can read and select options on their own, or can make an appointment for a benefits specialist to explain the options. Benefits may also be managed through the [ADP site](https://portal.adp.com/public/index.htm). |
| □ |  | Ask office manager to order business cards and an official name tag. |
| □ |  | Office Technology - Make sure that the telephone and computers (Network printers, scanners, etc) are correctly set up for New Hire. If they are not please contact the [Help Desk](http://technology.gsu.edu/help-center/) at 404-413-4357 |
| □ |  | Contact Darrell Daniels dwdaniels@gsu.edu 3-3446 for any GSU Foundation IS&T related questions that the Help Desk can’t answer for you. |
| □ |  | Office Keys: Manager will fill out [Key Control form](http://safety.gsu.edu/files/2015/01/Authorized-Signature-Form.pdf) to authorize keys to the office and send via email to keycontrol@gsu.edu. More information on this can be found [here](http://safety.gsu.edu/police/our-services/key-control/). |
| □ |  | Manager will make request to Julie Van Balen  3-3401 that the GSU Foundation’s telephone list be updated with New Hire’s information and distributed via email.  |
| **Manager** | **New Employee** | **First Month Checklist** |
|  | □ | **New Hire will familiarize themselves with the GSU Foundation forms and Policies at** [**http://netcommunity.gsu.edu/foundation-forms**](http://netcommunity.gsu.edu/foundation-forms) and [**http://netcommunity.gsu.edu/foundation-policy**](http://netcommunity.gsu.edu/foundation-policy) Contact Chantel Scrutchins cscrutchins1@gsu.edu, Financial Analyst in the GSU Foundation for a meeting to discuss how to properly use the foundation forms. |
| □ |  | Insure that the New Hire has completed the benefits enrollment process within 30 days of the benefits eligibility date. |
| □ |  | Schedule weekly / monthly update meeting as needed |
| **Manager** | **New Employee** | **Five Month Checklist** |
| □ |  | Complete six month provisional Performance Evaluation and share with the employee |
|  |  | **Other Useful Information** |
|  |  | **Strategic Plan** <http://strategic.gsu.edu/gsu-strategic-plan/> <http://strategic.gsu.edu/plan-progress/> |
|  |  | **About the President** <http://president.gsu.edu/> |
|  |  | **Points of Distinction** <http://www.gsu.edu/points-of-distinction/> |
|  |  | **GSU at a Glance – Quick Facts** <http://www.gsu.edu/wp-content/uploads/2013/04/QuickFactsFlyer09_13.pdf> |

By my signature below, I certify that I have read and completed the above items and understand the policies of the Georgia State University Foundation, Inc.

 **New Employee Signature Date**

 **Manager Signature Date**

***Return signed document to Lori Pope at the GSU Foundation, 533 1 Park Place***

***Updated 2/6/15 K.A.***