

Human Resource Services/CAS/AES
New Employee Onboarding Checklist
<http://abc.agsci.colostate.edu/collegehr/>

CSU Human Resources
 555 S Howes Street
 Campus Delivery 6004

Employee Name: _____	Employee #: _____
Job Title: _____	Position#: _____ Supervisor: _____

Prior to Start Date

- Prepare workspace
- [Background check](#) completed (if applicable)
- Offer Letter

Introduction, Orientation and Tours

- Introduce staff/co-workers
- Introduce primary constituents/clients/customers
- Tour workspace, department layouts, etc.
- [Parking info & transportation options](#)

Human Resources

[\(New Hire Guides and Forms\)](#)

- Biographical Data Collection Form
- Appointment Data Collection Form
- Employee assignment input into HRS Personnel/Payroll system
- Required Forms for initial employment completed and submitted to HRS Records & Payroll

Departmental Files (if applicable)

- Update department organization chart
- [In-state Travel-blanket authorization](#)

University Required Training/Survey

- [Online sexual harassment training](#)
- [University Employee Orientation](#)
- [Conflict of Interest/Conflict of Commitment](#)

Access Information

- [HR System Access & Signature Authority](#)
- [Aries and/or Aries Web Access](#)
- [KFS Access](#)
- Other systems access
- Add to applicable listservs
- [Travel Services](#)
- [PCard](#)

Property and Equipment Set-up

- [Set up eID and email](#)
- Computer needs with [Ag IT](#)
- Keys
- Specialized equipment issued (*list on back*)
- Long distance telephone access
- Voicemail
- Monthly phone bill instructions
- Business cards/name plate, name tag, etc.
- [CSU ID and Ramcard](#)

University Policies

[\(Office of Policy & Compliance index\)](#)

- Email, use of Campus Systems policy
- Policy on Use of University Resources
- Background Check policy
- Inclement Weather policy
- Building Access and Security policy
- [Holiday Schedule](#)
- [HRS Manual](#)
- [Faculty/Admin Pro Manual](#) (if applicable)
- [Worker's Compensation](#)
- [Risk Management/Envir. Health](#)
- [Travel](#)
- [Responsible Conduct of Research](#) (if applicable)

Department Protocol

- [TimeClock Plus](#) and Overtime/Compensatory time (if applicable)
- Leave request procedures and forms
- Review scheduled work hours, dress codes, Department/unit-specific protocols
- Review pay schedules
- Employee Self-Service ([AAR](#))

Role and Performance Expectations

- Copy of TMS PDQ/job description
- Performance Plan
- Performance Evaluation timelines

