Employee Name: Employee #:

Job Title: Position#: Supervisor:

***Prior to Start Date***

□ Prepare workspace

□ [Background check](http://www.hrs.colostate.edu/background-checks/background-checks.html) 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)](http://www.hrs.colostate.edu/hr-liaisons/new-hire.html)

□ 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](http://busfin.colostate.edu/fpi/5_group/FPI%205-1%20Travel.pdf)

***University Required Training/Survey***

□ [Online sexual harassment training](http://oeo.colostate.edu/)

□ [University Employee Orientation](http://training.colostate.edu/ueo/)

□ [Conflict of Interest/Conflict of Commitment](http://provost.colostate.edu/faculty-administrative-professionals/)

***Access Information***

□ [HR System Access & Signature Authority](http://www.hrs.colostate.edu/hr-liaisons/index.html)

□ [Aries and/or Aries Web Access](https://ariesweb.colostate.edu/sites/www.aries/access.aspx)

□ [KFS Access](http://busfin.colostate.edu/Resources/Forms.aspx)

□ Other systems access

□ Add to applicable listservs

□ [Travel Services](http://busfin.colostate.edu/Depts/TravelSvcs.aspx)

□ [PCard](http://www.purchasing.colostate.edu/pages/acard.asp)

***Property and Equipment Set-up***

□ [Set up eID and email](https://eid.colostate.edu/About.aspx)

□ Computer needs with [Ag IT](http://it.agsci.colostate.edu/)

□ 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](http://www.housing.colostate.edu/ramcard/index.htm)

***University Policies***

[(Office of Policy & Compliance index)](http://policies.colostate.edu/PolicyIndex.aspx)

□ 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](http://www.hrs.colostate.edu/pdfs/holiday-schedule.pdf)

□ [HRS Manual](http://www.hrs.colostate.edu/policies/hrs-manual.html)

□ [Faculty/Admin Pro Manual](http://www.facultycouncil.colostate.edu/files/manual/table.html) (if applicable)

□ [Worker’s Compensation](http://www.ehs.colostate.edu/WWorkComp/Home.aspx)

□ [Risk Management/Envir. Health](http://www.ehs.colostate.edu/)

□ [Travel](http://busfin.colostate.edu/trv.aspx)

□ [Responsible Conduct of Research](http://rcr.colostate.edu/) (if applicable)

***Department Protocol***

□ [TimeClock Plus](http://hrs.colostate.edu/timeclockplus/) 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)](https://aar.is.colostate.edu/)

***Role and Performance Expectations***

□ Copy of TMS PDQ/job description

□ Performance Plan

□ Performance Evaluation timelines