**Front Office Checklist**

**New Employee Onboarding**

***When a faculty member informs you that a graduate student, post-doc, or new employee will be joining NWREC please ensure the following steps are taken:***

**Robin Miller:**

[ ]  Alert Personnel Admin Support Team (finance.cmp@wsu.edu) and Director and GA Staff of new employee as well as Graduate Student Coordinator (Deb Marsh), Grad Student Liaison (Gabe LaHue) for graduate student/post-doc arrival date

[ ]  Add new employee to the NWREC email distribution lists.

[ ]  Complete and verify I-9

[ ]  Send All-Center email welcome announcement with photo and short bio as received from faculty member/supervisor

[ ]  Issue new employee handbook and onboarding packet and answer questions

[ ]  Ensure contact information is added to the Center website directory via Andrew Mack

[ ]  Assign mail slot

[ ]  Olson House housing arrangements completed, if needed for graduate student

[ ]  Ensure new employee/graduate student/post-doc provides you with emergency contact information – advise on appropriate emergency contacts

[ ]  Provide Xerox copier authorization code

[ ]  Obtain completed Safety Checklist for personnel file

[ ]  Verify Discrimination and Sexual Harassment Prevention Training has been completed

[ ]  Verify WSU MyResearch for responsible conduct of research training has been completed if applicable

[ ]  Once orientation and trainings are completed and you receive the signed New Employee Checklist, forward onto Puyallup to be filed in the personnel file.

[ ]  Provide the new employee any guidance or directional support in hand-off to other GA or CMP staff.

**CMP Finance Team (Sherri Clarke and Drew Lewis):**

[ ]  Answer any questions regarding Payroll/HRS questions (i.e., Direct Deposit, W-4, etc.)

[ ]  Introduce MyWSU

[ ]  Go over Travel procedures (online Travel Authorities and TEVs) and Purchasing procedures