**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](mailto: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