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| Onboarding Schedule for New Employees­­­­­­­ |
| For: |  | Peer Mentor: |
|  |  | Contact Info: |

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| Scheduled | Completed | Day 1 | Responsibility | Location | Contact Name | Contact Phone |
|  |  | **Meet with Finance Team to:** * Complete I-9
* Log into Workday and update payroll documents: <https://confluence.esg.wsu.edu/pages/viewpage.action?spaceKey=WKB&title=Complete+Federal+Withholding+Elections> / [https://confluence.esg.wsu.edu/display/WKB/Complete+Payment+Elections](https://confluence.esg.wsu.edu/display/WKB/Complete%2BPayment%2BElections)
* Complete *Foreign Worker Disclosure Form* (if non-US citizen)
 | Employee | Kalkus Hall  | Drew Lewis | 4615 |
|  |  | Receive keys and get photo taken for key card | Supervisor | Kalkus Hall  | Charity Johnson | 4580 |
|  |  | Meet with Supervisor: Obtain welcome packetTour work spaces* Discuss job duties
* Discuss REC and University Culture
* Review REC safety plan and emergency regulations
* Discuss notifications & procedures (late, illness, scheduling vacation, and personal holidays)
* Review of REC organizational chart and reporting relationship review
* Review position description and performance expectations
* Provide link to Business Policies and Procedures Manual [(BPPM)](http://www.wsu.edu/~forms/HTML/BPPM/01.01_Table_of_Contents.htm), Executive Policy Manual [(EP)](http://www.wsu.edu/~forms/HTML/EPM/EP00_Introduction_and_Table_of_Contents.htm), and Safety Policies and Procedures Manual [(SPPM)](http://www.wsu.edu/manuals_forms/HTML/SPPM/S00_Intro_and_Indexes/S02.01_Table_of_Contents.htm). Inform employee they are responsible to adhere to all the policies/procedures of WSU. A partial list of policies below:
* Policy Prohibiting Discrimination and Sexual Harassment ([EP 15](https://public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual_Misconduct.htm))
* Workplace Violence policy [(BPPM 50.30.1)](http://www.wsu.edu/~forms/HTML/BPPM/50_Safety_and_Security/50.30_Workplace_Violence.htm)
* Alcohol and Drug policy [(EP 20)](http://www.wsu.edu/~forms/HTML/EPM/EP20_Alcohol_and_Drug_Policy.htm)
* Bullying Prevention and Reporting policy ([BPPM 50.31](http://public.wsu.edu/~forms/HTML/BPPM/50_Safety_and_Security/50.31_Workplace_Bullying.htm))
* Use of University Resources [(BPPM 20.35)](http://www.wsu.edu/~forms/HTML/BPPM/20_Property/20.35_Use_of_University_Property.htm) and [(BPPM 20.37)](http://www.wsu.edu/~forms/HTML/BPPM/20_Property/20.37_Personal_Use_of_University_Resources.htm)
* Electronic Use Policy (computer resources) [(EP 4)](http://www.wsu.edu/~forms/HTML/EPM/EP4_Electronic_Communication_Policy.htm)
* Review the State Ethics Law ([www.ethics.wa.gov](http://www.ethics.wa.gov/))
* Employee Assistance Program [(BPPM 60.86)](http://www.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.86_Employee_Assistance_Program.htm)
* Accident Prevention Responsibility [(SPPM 20.00)](http://www.wsu.edu/manuals_forms/HTML/SPPM/S20_Accident_Prevention/S20.00_Contents.htm)
* Review Mail code, Gas code, and Vehicle Check-out Procedures
 | Supervisor |  |  |  |
|  |  | Have lunch with supervisor/program staff | Employee | Optional |  |  |
|  |  | Meet with Peer Mentor to:* Review available resources and REC website
* Tour the campus
* Informal Q&A
* Set-up lunch for following day
 | Peer Mentor |  |  |  |
|  |  | Review HRS New Employee Resources website and myWSU  | Employee | <http://hrs.wsu.edu/New%20Employees> | hrs@wsu.edu | 509-335-4521 |
|  |  | Sign up for WSU New Employee Orientation | Employee | [http://hrs.wsu.edu/Employee+Orientation+Schedule](http://hrs.wsu.edu/Employee%2BOrientation%2BSchedule)  | hrs@wsu.edu | 509-335-4521 |

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| Scheduled | Completed | Day 2 | Responsibility | Location | Contact Name | Contact Phone |
|  |  | Complete Demographic Information Survey (not mandatory) | Employee | <http://oeo.wsu.edu/eeo-aa-compliance/>  | hrs@wsu.edu  | 509-335-4521 |
|  |  | Sign up for Emergency Notifications via myWSU | Employee | <https://wsu.edu/mywsu/>  | helpdesk@wsu.edu  | 509-335-4357 |
|  |  | Set up Direct Deposit or fill out Payroll paperwork if needed | Employee | <http://payroll.wsu.edu/>  | payroll@wsu.edu | 509-335-9575 |
|  |  | Meet with Peer Mentor to:* Have lunch
* Answer any follow up questions
 | Peer Mentor | Kalkus lunchroom or optional |  |  |
|  |  | Meet with Admin/Finance Team:* Set-up Network ID and email if not already complete
* Get added to email distribution lists
* Obtain SharePoint access
* Set-up phone service
* Review computer/network use policies
* Set-up copy code
* Request mailbox
* Get added to the REC website and phone directory
* Request mailbox
* Review Motor Pool policies and procedures
* Review meeting room procedures
 | Employee | Kalkus  | Charity Johnson  | 4580 |
| Scheduled | Completed | First Month | Responsibility | Location | Contact Name | Contact Phone |
|  |  | Meet with supervisor for Task Assignment and Progress Meeting | Supervisor |  |  |  |
|  |  | Complete Required Discrimination and Sexual Harassment Prevention Course (*within 6 months of hire*) | Employee | <http://hrs.wsu.edu/dshp>  | hrs@wsu.edu | 509-335-4521 |
|  |  | Submit all benefit forms | Employee | <http://hrs.wsu.edu> | hrs@wsu.edu | 509-335-4521 |

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####  Notes/Additional Items