

# UHV New Employee Checklist

Name: _____	Start Date: _____
Employee ID: _____	Employee Class: _____
Location: _____	Supervisor: _____
Building: _____	Room Number: _____
<b>ID/Building Access, Office Needs &amp; PeopleSoft Access:      Circle One</b>	
<b>1. ID/Access</b>	ID/Access Badge form completed      Yes    No    N/A
	UHV ID Badge made      Yes    No    N/A
<b>2. Keys/Access</b>	Outside door      Yes    No    N/A
	Office/suite door      Yes    No    N/A
	Other _____
<b>3. Furniture</b>	Desk      Yes    No    N/A
	Chair      Yes    No    N/A
	Office Supplies      Yes    No    N/A (stapler, tape dispenser, pens/pencils, paperclips, etc.)
<b>4. Telephone</b>	<i>See link to Telecommunications Services for forms/details: <a href="http://www.uhv.edu/telco/default.aspx">http://www.uhv.edu/telco/default.aspx</a></i>
	Office/Main phone number _____ (instruct employee how to set up "main" # in PASS)
	Complete telephone request      Yes    No    N/A
	Contact James Garcia for setup      Yes    No    N/A
	Assist with voicemail setup      Yes    No    N/A
<b>5. Technology/Computer Access</b>	
	Faculty/Staff Account application completed & sent to Tech Svcs      Yes    No    N/A      Date sent: _____
	Computer assigned      Yes    No    N/A
	Software Requested      Yes    No    N/A
	Name of software requested _____
	Printer available/assigned      Yes    No    N/A
	Printer mapped to central printer      Yes    No    N/A
	Copier/fax operation explained      Yes    No    N/A
	Special equipment _____
<b>6. PeopleSoft Access</b>	
	Granted access to PASS      Yes    No    N/A
	PeopleSoft Finance      Yes    No    N/A      contact PS Finance Trainer @ ext 4180
	Complete PS Finance Training Form found @ <a href="http://www.uhv.edu/Finance/forms.aspx">http://www.uhv.edu/Finance/forms.aspx</a> Yes    No    N/A      sent to PS Finance Trainer on: _____
	PeopleSoft Human Resources      Yes    No    N/A      contact HRMS Manager @ ext 4805
	Campus Solutions (student records access)      Yes    No    N/A      contact Trudy Wortham @ ext 4121
<b>Administrative      Circle One      Circle One</b>	
<b>7. Paperwork:</b>	Position number set up & funded      Yes    No    N/A      Mailbox assigned      Yes    No    N/A
	ePAR/PAR complete      Yes    No    N/A      Link to campus map given      Yes    No    N/A
	HR meeting scheduled      Yes    No    N/A      Organizational chart provided      Yes    No    N/A
	TRAM Setup (for biweekly employees)      Yes    No    N/A      Parking permit      Yes    No    N/A
	TRAM Training      Yes    No    N/A      Office nameplate ordered      Yes    No    N/A
	File made (department level)      Yes    No    N/A      Appointment letter (faculty)      Yes    No    N/A
	Business Cards ordered      Yes    No    N/A      ProCard applied for      Yes    No    N/A
	Vendor setup form completed      Yes    No    N/A      AP direct deposit      Yes    No    N/A
	Driver's license check requested      Yes    No    N/A      Reference checklist provided      Yes    No    N/A
<b>8. Introductions:</b>	
	UHV West Bldg completed      Yes    No    N/A      Tour of VC Student Center      Yes    No    N/A
	UHV Center Bldg completed      Yes    No    N/A      Tour of Jag Hall/Dorms/Dining Hall      Yes    No    N/A
	University North completed      Yes    No    N/A