Human Resource Services
New Employee Onboarding Checklist
HR Liaisons

Employee Name: ____________________________ Employee #: ______________
Job Title: ______________ Position#: ______________ Supervisor: ______________

Prior to Start Date
☐ Prepare workspace
☐ Offer Letter

Introduction, Orientation and Tours
☐ Introduce staff/coworkers
☐ Introduce primary constituents/clients/customers
☐ Tour workspace, department layouts, etc.
☐ Parking information

Human Resources
(New Hire Guides and Forms)
☐ Biographical Data Collection Form
☐ Appointment Data Collection Form
☐ Employee assignment input into HRS Personnel/Payroll system
☐ Required Forms for initial employment completed and sent to HRS Records & Payroll

Departmental Files
☐ Conflict of Interest/Conflict of Commitment (if applicable)
☐ Update department organization chart

University Required Training
☐ Online sexual harassment training
☐ University Employee Orientation

Access Information
☐ HR System Access & Signature Authority
☐ Aries and/or Aries Web Access
☐ KFS Access
☐ Other systems access
☐ Add to applicable listservs
☐ Travel Card
☐ PCard

Property and Equipment Set-up
☐ Set up eID and email
☐ PC setup
☐ Keys
☐ Specialized equipment issued
☐ Long distance telephone access setup
☐ Voicemail
☐ Monthly phone bill instructions
☐ Business cards/name plate, name tag, etc.
☐ CSU ID

University Policies
(Office of Policy & Compliance index)
☐ 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
☐ HRS Manual
☐ Faculty/Admin Pro Manual (if applicable)

Department Protocol
☐ Timesheet and Overtime forms
☐ Leave request procedures and forms
☐ Review scheduled work hours, dress codes, department-specific protocols
☐ Review pay schedules
☐ Campus Administrative Portal (pay advices)

Role and Performance Expectations
☐ Copy of PDQ/job description
☐ Performance Plan
☐ Performance Evaluation timelines