# New Employee Checklist

Department of Human Resources

EMPLOYEE

## EMPLOYEE INFORMATION

| | |
|---|---|
| Name: | ECU ID/Banner ID: |
| Position #: | Manager/Supervisor: |

## PRIOR TO FIRST DAY (employee should)

1. Review the ECU new employee website: www.hr.ecu.edu/newemployee
2. Print & Complete ALL forms located within the "Forms" section prior to attending ECU orientation.
3. Bring Social Security Card, State Driver's Licensure to ECU Orientation.
4. Bring a voided check for authorization of Direct Deposit to ECU orientation. (required for all employees)

ECU-HR

## FIRST DAY (employer should)

☐ Provide employee with New Employee Orientation materials. (provided by ECU Human Resources)

## POLICIES

☐ Review key policies.
(ECU Human Resources)

- Anti-harassment
- Vacation and sick leave
- FMLA/leaves of absence
- Holidays
- Time and leave reporting
- Overtime
- Performance review process
- Employee classifications
- Personal conduct standards
- Progressive disciplinary actions
- Security Access (physical & network)
- Confidentiality Agreements
- Safety Responsibilities
- Emergency procedures
- Visitors
- E-mail and Internet usage

DEPARTMENT

## ADMINISTRATIVE PROCEDURES

☐ Review general admin. procedures.
(Department Specific)

- Office/desk/work station
- Keys (distribution)
- Mail (incoming and outgoing)
- Shipping (FedEx, DHL, and UPS)
- Business cards (UP&G)
- Purchase requests
- Department specific policies
- Telephones (VOiP)
- Building access cards
- Conference rooms
- Picture ID badges
- Expense reports
- Office supplies

## INTRODUCTIONS AND TOURS

☐ Give introductions to department staff and key personnel during tour.
☐ Assign "work buddy" employee(s) to answer general questions. (provided by Department )

☐ Tour of facility, including:

- Restrooms
- Mail rooms
- Copy centers
- Fax machines
- Bulletin board
- Parking
- Printers
- Office supplies
- Kitchen
- Coffee/vending machines
- Cafeteria
- Emergency exits and supplies

## POSITION INFORMATION

☐ Review "Work Plan" and performance expectations. *(required within first 30 days of employment)*
☐ Review Career Development opportunities.
☐ Review job schedule and hours.
☐ Review payroll timing, time cards (if applicable), and specific policies and procedures not previously covered.
☐ Add employee to Reporting Structure via OneStop.

## COMPUTERS

☐ Hardware and software reviews, including:

- E-mail
- Intranet
- Microsoft Office System
- Data on shared drives
- Databases
- Internet