Employee New Hire Checklist

Prior to Employee Arrival:

☐ Request to access PeopleSoft Finance and HR has been submitted to OIT. [http://oit.boisestate.edu/accounts/]
☐ Request to access EAFs has been submitted to HR. [https://secureforms.boisestate.edu/hrs/request-for-electronic-employee-action-form-security/]

New Employee’s First Week:

☐ Employee has been advised of which training classes to register for, found at [http://hrs.boisestate.edu/workshops/] unless otherwise noted below.

Fiscal Procedures and Management
☐ Budget Basics
☐ Budget vs Actuals Report in the Data Warehouse
☐ P-Cardholder Workshop
☐ Purchasing 101

Travel
☐ [http://vpfa.boisestate.edu/travel/how-do-i/]

SoftwareWeb Training
☐ Google
☐ Microsoft Excel
☐ Microsoft Word
☐ WordPress

Time & Labor Training
☐ Time & Labor Training

Recruitment & Hiring
☐ Navigating Hiring Forms 101
For Newly Hired Employees

Review the following list with your supervisor or departmental administrator. Some of the information will be needed to sign up for BSU benefits.

Action Items

☐ Find out your Employee Identification Number (EID): ___________________________

☐ Find out your Employment Program: ___________________________
   see: http://hrs.boisestate.edu/employees/

☐ Complete the New Employees Orientation per HR, found at http://hrs.boisestate.edu/new-employees/

☐ Find out if your department has signed you up for early e-mail. Email address: ___________________________
   
   Be sure to enroll in benefits programs within 30 days of start date.

Review Items – For discussion with your supervisor and/or departmental manager or administrator

☐ Terms and conditions of employment (employment program/probationary period/salary)

☐ Job duties and performance expectations

☐ Performance appraisals

☐ Work schedules, breaks, and overtime

☐ Time and leave reporting

☐ Labor contract / dues obligation (if applicable) or Professional Staff Program for professional staff.

☐ Paydays and how to arrange direct deposit

☐ Types of leave and leave accrual rates

☐ Requesting time off

☐ Function of department/organizational chart

☐ Interrelationships with other departments

☐ Building use and access/security

☐ Departmental Safety Plan

☐ Equipment use and access

☐ Telephone use/etiquette/voicemail/directory
   
   • E-mail account and usage tips

   • Emergency contact information

   • Inclement weather procedures/policies

☐ Mentors – To contact for day-to-day “how to” questions

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Mentors

Name | Unit | Phone | Email |
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BSU Contacts

- OIT Help Desk 6-4357
- Human Resources: http://hrs.boisestate.edu/about-us/contact-hrs/
- Payroll: http://vpfa.boisestate.edu/payroll/
- Budget Office: Janet Hurd, Budget Analyst, 6-1274, janethurd@
- Travel Office: http://vpfa.boisestate.edu/travel/contact-information/
- P-card: http://vpfa.boisestate.edu/pcard/
- Purchasing: http://vpfa.boisestate.edu/purchasing/contact-information/