

## New Hire Checklist

Name: \_\_\_\_\_

### *University Requirements:*

- \_\_\_\_\_ Print and complete appropriate Departmental Representative Employment Checklist (OPS, USPS, or A&P)
- \_\_\_\_\_ University New Employee Wizard Forms
- \_\_\_\_\_ I-9 Electronically completed
- \_\_\_\_\_ Attendance and Leave Policy Signed
- \_\_\_\_\_ Previous State Employee Information Form
- \_\_\_\_\_ Refer to Dean's Memo of August 5<sup>th</sup>, 2010 for USPS and A&P hires
  - Completed Salary Request Form
  - Proposed Candidate's job application and/or resume
  - Completed Employer Reference Check forms
  - Level 2 Police Background Check Results (usually sent by FSUPD)
  - Verification of any official requirements (education/certification/licensure)
  - Attendance and Leave Balance (for internal candidates)
- \_\_\_\_\_ Complete HR/EDM Cover sheet for OPS or USPS/A&P employees and submit

### *Departmental Requirements*

- \_\_\_\_\_ Notify Biology IT of new employee via departmental help ticket
- \_\_\_\_\_ Confidentiality form filed
- \_\_\_\_\_ Add to appropriate email alias
  - \_\_\_\_\_ Everyone    \_\_\_\_\_ Faculty    \_\_\_\_\_ King
  - \_\_\_\_\_ Unit1            \_\_\_\_\_ BRF            \_\_\_\_\_ Department
  - \_\_\_\_\_ Grads            \_\_\_\_\_ Staff            \_\_\_\_\_ Post Docs
- \_\_\_\_\_ Notify Rob if new office space is needed.
- \_\_\_\_\_ Notify Lynn Locke if keys are needed.
- \_\_\_\_\_ Message to EH&S
- \_\_\_\_\_ Add to Departmental Phone List.
- \_\_\_\_\_ Create Mailbox

Date Completed:

Submitted To:

First Payday Eligible: