

OFFICE OF HUMAN RESOURCES NEW EMPLOYEE CHECKLIST

New Employee Name: _____

Department: _____

Position Title: _____

Date Completed Action

- _____ Receive personnel action form-PAF (RAF/Staff Rate Sheet) paperwork from last approver
- _____ Enter receipt of RAF/Staff Rate Sheet into tracking system
- _____ Generate Hire Letter
- _____ Obtain Hire Letter approval
 - _____ - Department Head/Chair
 - _____ - Dean's Office (RAF only)
 - _____ - President (RAF only)
- _____ Send Hire Letter to Applicant
- _____ Receive acceptance/rejection
- _____ Confirms new employee has completed all necessary paperwork (see [Employee Work Permit](#))
- _____ Send notification to department that employee has completed all paperwork and will be invited to attend New Employee Orientation
- _____ Send new employee announcement to campus
- _____ Forward employment documents to Payroll
- _____ Payroll creates/updates employee record (position created in the system)
- _____ Set up Benefits Orientation appointment with new employee (may be done earlier)
- _____ Complete New Employee Benefits Orientation (may be done earlier)
- _____ Employment Office sends welcome email to employee (may be done earlier)
- _____ Benefits Office sends email to employee regarding benefits selection deadline