**Onboarding Your New Hire**

To-Do List template for Supervisors

*Create your customized To-Do list depending on your department needs and role’s specific.*
*Contact* *onboarding@slcc.edu* *for support.*

**Before Day 1**

**HR:**

* Submit [New, Rehire, Internal Hire Personnel Action Form](https://etcentral.slcc.edu/#/form/5071) (PAF) at least 3 business days before the planned hire date as HR recommends.
* Employee ID number (S-number) - Can be obtained from HR front desk when turning in PAF: 801-957-4210 or [Retrieve Employee’s S-number and MySLCC Username](https://sasbot.slcc.edu/webforms/fetchsid/).
* Confirm with your new employee that they had booked an in-person [I-9 Verification Appointment](https://outlook.office365.com/owa/calendar/Onboarding1%40SLCCBruins.onmicrosoft.com/bookings/) at the Taylorsville Redwood campus before or on their hire date.
* Access to PARS/Applicant Tracking System (ATS) if needed - HR Employment: 801-957-4210.
* Submit official transcripts (if applicable) to HR within 30 days: hr@slcc.edu.

**Employee’s S-Number (SID) and MySLCC Username:**

* [Retrieve Employee’s S-number and MySLCC Username](https://sasbot.slcc.edu/webforms/fetchsid/)

**IT Requests:**

Before employee starts – order computer equipment if none is available or current equipment needs to be updated/replaced

 **SLCC IT Website:** <https://slcc.service-now.com/help/catalog_home.do>

* Email/Computer Access Form (Best Practice: submit right after you submitted a PAF)
* Need S number to start completing this form
* DUO (need to know if employee has an iPhone or Android device)
* Banner Access (as needed) (set up same as previous employee “name” or S#)
* Phones (setup as needed)
* Long Distance Code (as needed)
* Etrieve (as needed)
* Xmedius (as needed)

**SLCC IT Helpdesk:** **help.desk**@slcc.edu 801-957-5555 or visit TB121

* Remote Access – VPN (as needed)
* Set up eduroam@slcc Wi-Fi

**OneCard**

* Employee ID Card/OneCard form (completed by employee through the onboarding system). Employee gets OneCard in one of the [ID Center locations](https://www.slcc.edu/onecard/index.aspx) and have ID photo taken.

**Parking Services:** <https://www.slcc.edu/parking/parking-permits/employee-permits.aspx>

* Parking Permit form in the Employee Records Onboarding system contains the instructions only. Employees apply for parking permit in the [Parking Management System](https://www.slcc.edu/parking/parking-permits/employee-permits.aspx) through MySLCC log-in then click Employee tab. If a new hire does not have access to MySLCC and cannot access the Parking Management System by the 1st day on campus, you as a supervisor, please, make sure your employee receives the instructions from you where to park and where to go. Contact Parking Services 801-957-4011 if needed to prevent parking tickets for your new employee on the first days.

**Key Office:** <https://i.slcc.edu/facilities/departments/keyshop.aspx>

* Prox Card/Key Fob (collect room, office and door info and communicate the type of access/offices to a new hire before completing this form)
* Keys (Key Request Form)
* 24/7 access requires VP approval
* Physical keys/fob will be picked up from the Key Office locations (If Taylorsville Redwood campus, refer to the Gunderson Building

**Budget Office:** <https://i.slcc.edu/budget/forms.aspx>

* Purchasing Card (P-Card) (as needed)

**Printing Services/Copy Center:** <https://www.slcc.edu/printingservices/order-online.aspx>

* Copy Code and setting up the printers, requests to copiers@slcc.edu
* Set up connection to network Printers, print to copy machine and scan option (program printers)
* Stationery and Envelopes (department may already have a supply)
* Business Cards

**Institutional Marketing:** <https://i.slcc.edu/institutionalmarketing/requests.aspx>

* Headshot (if needed)
* SLCC Today (should be added automatically)

**Staff Development:** <https://i.slcc.edu/staff-development/bruin-beginnings.aspx>

* Bruin Beginnings: New Staff Orientation and Resources info

**Faculty Development:** <https://faculty.slcc.edu/faculty-development/new-faculty-cohort-program.aspx>

* New Faculty Cohort Program and Orientation

**Other Departments:**

* Payroll: Time Approval and/or Proxy: <https://i.slcc.edu/payroll/>
* SLCC Buy Access/Approval Purchasing (as needed): <https://i.slcc.edu/purchasing/index.aspx>
* Bookstore gift card for SLCC gear: <http://slcc.bkstr.com/>

**Home Department:**

* Org Chart Update (department/division/college)
* Directory (department/division/college)
* Welcome Letter from Senior Leader (Division/Department Admin/Secretary)
* Tour of SLCC prior to first day or on Day 1
* Announce position to team (Supervisor)

**Workspace**

* Create Welcome sign
* Offer SLCC Swag you may want to purchase at SLCC Bookstore
* Clean a work space/employee’s desk

**Instructions for new employees on their first day:**

* Confirm if I-9 Employment Verification completed or scheduled
* First Day Schedule
* Parking
* Dress Code (if your department has one)
* Helpful Contact info for an employee (Administrative assistant, supervisor, etc)
* Assign a buddy (optional)
* Where to park (parking map), temporary parking instructions
* Get ready computer/laptop and accessories
* Pre-First Day Training Plan (Supervisor)

**Remote/Hybrid Work Checklist:**

* Laptop
* Monitor (optional)
* Mouse/keyboard
* Headset
* Office supplies (notebook, pens, etc.)
* Remote Access/VPN
* Set up Jabber to receive calls
* Inventory form

**Employee Records Onboarding system:** <https://jobs.slcc.edu/hr>

Employee submits new hire onboarding forms to Employee Records Onboarding System. Note: supervisors can login to check completion but do not need to submit anything.

Employee records Username = PARS (Applicant Tracking System) Username. (Username and password are the same for the website when they applied for the position.)
Please note, Employee Records Username is different from MySLCC username.

Forms collected in Employee Records Onboarding:

* Form I-9
* Direct Deposit Authorization form (Employee needs to upload a picture of either one: voided check, Direct Deposit Authorization Form or Direct Deposit Letter given by their financial institution)
* Social Security Card Request form (Employee needs to upload an image of their SSC for Payroll purposes)
* W-4
* SLCC Parking instructions and regulations
* OneCard instructions
* Employee Information Sheet
* Conditions of Employment
* Ethical Duties Form
* SLCC Things You Need to Know
* [Supervisor Meeting with New Employee Form](https://i.slcc.edu/onboarding/docs/supervisor-meeting.pdf) (Employee Best Practices)
* Variable Hour Employee Notice (for Part-Time Employees)

**Day 1 and after**

**HR and Onboarding:**

* I-9 Section 1 is completed by an employee no later than the first day of work (Employee Records Onboarding system)
* Refer an employee for I-9 Verification In-Person at Taylorsville campus (deadline - no later than 3 business days of hire date/start date): [https://outlook.office365.com/owa/calendar/Onboarding1@SLCCBruins.onmicrosoft.com/bookings/](https://outlook.office365.com/owa/calendar/Onboarding1%40SLCCBruins.onmicrosoft.com/bookings/)
* Get an employee to submit Workplace Transformed Etrieve form (for Remote and Hybrid): <https://i.slcc.edu/culture/workplace-transformed.aspx>

**SLCC IT HelpDesk:**

* Computer access (refer to the instructions)
* Work Email Setup (refer to the instructions)
* MySLCC access, password change
* VPN for remote work

**SLCC ID Center:**

* Refer employee to an [ID Center](https://www.slcc.edu/onecard/index.aspx) to get OneCard

**Required Training:**

* Required Training within 90 days of start date (refer to the instructions): <https://www.slcc.edu/requiredtraining/>
Questions? requiredtraining@slcc.edu

**Home Department:**

* Tour of the department
* Supervisor Meeting (A new employee completes [Supervisor Meeting form](https://slccbruins.sharepoint.com/%3Aw%3A/s/OnboardingTeam/EY7LE9IvL_1EqIGGbcZ-ymABgSDgHU21VR-q4kHkfKHtvg?e=kIB3xH) (Employee Best Practices) is in the Employee Records onboarding system and requests a meeting with a supervisor if they have any questions on the topics listed there)
* Supervisor tells about GPS
* Communicate Department’s Meetings schedule
* Meet a buddy (optional)
* Book the milestone dates in Outlook Calendar (1 month, 6 month, 1 year, etc.)
* Put new hire’s info on your department’s Birthday list