

# SLCC Onboarding Checklist for Supervisors



## Before Day 1

<b>Hiring Manager:</b>	<input type="checkbox"/> Submit <a href="#">New, Rehire, Internal Hire Personnel Action Form</a> (PAF) at least 7 business days before the planned hire date, as HR recommends.  <input type="checkbox"/> Submit the employee relative form after PAF (If necessary).  <input type="checkbox"/> Confirm with your new employee that they had booked an I-9 appointment before or on their hire date.  <input type="checkbox"/> Submit official transcripts (if applicable) to HR within 30 days: <a href="mailto:hr@slcc.edu">hr@slcc.edu</a> .
<b>IT Requests:</b>	<input type="checkbox"/> Before employee starts – order computer equipment if none is available or the current equipment needs to be updated/replaced
<b>SLCC IT Website:</b>	<a href="https://slcc.service-now.com/help/catalog_home.do">https://slcc.service-now.com/help/catalog_home.do</a>  <input type="checkbox"/> Email/Computer Access Form (Best Practice: submit right after you submitted a PAF)  <input type="checkbox"/> Need S number to start completing this form  <input type="checkbox"/> Banner Access (as needed) (set up same as previous employee “name” or S#)  <input type="checkbox"/> Phones (setup as needed)  <input type="checkbox"/> Obtain Long Distance Code (as needed)  <input type="checkbox"/> Etrieve (as needed)
<b>SLCC IT Helpdesk:</b>	<a href="mailto:help.desk@slcc.edu">help.desk@slcc.edu</a> 801-957-5555 or visit TB121  <input type="checkbox"/> Remote Access – VPN (as needed)  <input type="checkbox"/> Set up eduroam@slcc Wi-Fi
<b>OneCard</b>	<input type="checkbox"/> Ensure that employee gets OneCard in one of the <a href="#">ID Center locations</a> and have ID photo taken.
<b>Parking Services:</b>	<a href="https://www.slcc.edu/parking/parking-permits/employee-permits.aspx">https://www.slcc.edu/parking/parking-permits/employee-permits.aspx</a>

	<input type="checkbox"/> Employees apply for parking permit in the <a href="#">Parking Management System</a> through MySLCC log-in then click Employee tab.  <input type="checkbox"/> If a new hire does not have access to MySLCC and cannot access the Parking Management System by the 1 <sup>st</sup> 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.
<b>Key Office:</b>	<a href="https://i.slcc.edu/facilities/departments/keyshop.aspx">https://i.slcc.edu/facilities/departments/keyshop.aspx</a>  <input type="checkbox"/> Collect room, office and door info and communicate the type of access/offices to a new hire before they complete this form  <input type="checkbox"/> Employees fill in a 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) 801-957-4102
<b>Budget Office:</b>	<a href="https://i.slcc.edu/budget/forms.aspx">https://i.slcc.edu/budget/forms.aspx</a>  <input type="checkbox"/> Purchasing Card (P-Card) (as needed)
<b>Printing Services/Copy Center:</b>	<input type="checkbox"/> Copy Code and setting up the printers, requests to <a href="mailto:copiers@slcc.edu">copiers@slcc.edu</a>  <input type="checkbox"/> Set up connection to network Printers, print to copy machine and scan option (program printers)  <input type="checkbox"/> Stationery and Envelopes (department may already have a supply)  <input type="checkbox"/> Business Cards
<b>Institutional Marketing:</b>	<a href="https://i.slcc.edu/institutionalmarketing/requests.aspx">https://i.slcc.edu/institutionalmarketing/requests.aspx</a>  <input type="checkbox"/> Headshot (if needed)  <input type="checkbox"/> SLCC Today (should be added automatically)
<b>Staff Development:</b>	<a href="https://i.slcc.edu/staff-development/bruin-beginnings.aspx">https://i.slcc.edu/staff-development/bruin-beginnings.aspx</a>  <input type="checkbox"/> Bruin Beginnings: New Staff Orientation and Resources info
<b>Faculty Development:</b>	<a href="https://faculty.slcc.edu/faculty-development/new-faculty-cohort-program.aspx">https://faculty.slcc.edu/faculty-development/new-faculty-cohort-program.aspx</a>  <input type="checkbox"/> New Faculty Cohort Program and Orientation
<b>Other Departments:</b>	<input type="checkbox"/> Be sure Payroll is set up: Time Approval and/or Proxy: <a href="https://i.slcc.edu/payroll/">https://i.slcc.edu/payroll/</a>

	<input type="checkbox"/> Be sure employee has completed employment information sheet, and direct deposit  <input type="checkbox"/> SLCC Buy Access/Approval Purchasing (as needed): <a href="https://i.slcc.edu/purchasing/index.aspx">https://i.slcc.edu/purchasing/index.aspx</a>  <input type="checkbox"/> Bookstore gift card for SLCC gear: <a href="http://slcc.bkstr.com/">http://slcc.bkstr.com/</a> (if applicable)
<b>Home Department:</b>	<input type="checkbox"/> Org Chart Update (department/division/college)  <input type="checkbox"/> Directory (department/division/college)  <input type="checkbox"/> Welcome Letter from Senior Leader (Division/Department Admin/Secretary)  <input type="checkbox"/> Tour of SLCC prior to first day or on Day 1  <input type="checkbox"/> Announce position to team (Supervisor)
<b>Workspace:</b>	<input type="checkbox"/> Create Welcome sign  <input type="checkbox"/> Offer SLCC Swag you may want to purchase at SLCC Bookstore  <input type="checkbox"/> Clean a workspace/employee's desk
<b><u>Things to have ready before the first day:</u></b>	<input type="checkbox"/> Confirm if I-9 Employment Verification completed  <input type="checkbox"/> First Day Schedule  <input type="checkbox"/> Communicate your Dress Code (if your department has one)  <input type="checkbox"/> Helpful Contact info for an employee (Administrative assistant, supervisor, etc)  <input type="checkbox"/> Assign a buddy (optional)  <input type="checkbox"/> Where to park (parking map), temporary parking instructions  <input type="checkbox"/> Get ready computer/laptop and accessories  <input type="checkbox"/> Pre-First Day Training Plan (Supervisor)
<b>Remote/Hybrid Work Checklist:</b>	<input type="checkbox"/> Laptop  <input type="checkbox"/> Monitor (optional)  <input type="checkbox"/> Mouse/keyboard  <input type="checkbox"/> Headset  <input type="checkbox"/> Office supplies (notebook, pens, etc.)  <input type="checkbox"/> Remote Access/VPN  <input type="checkbox"/> Inventory form

## Day 1 and after

<b>HR and Onboarding:</b>	<input type="checkbox"/> Ensure I-9 Section 1 is completed by an employee prior to the first day of work (Employee Records Onboarding system) <a href="https://outlook.office365.com/owa/calendar/Onboarding1@SLCCBruins.onmicrosoft.com/bookings/">https://outlook.office365.com/owa/calendar/Onboarding1@SLCCBruins.onmicrosoft.com/bookings/</a>  <input type="checkbox"/> Get an employee to submit Workplace Transformed Etrieve form (for Remote and Hybrid): <a href="https://i.slcc.edu/culture/workplace-transformed.aspx">https://i.slcc.edu/culture/workplace-transformed.aspx</a>
<b>SLCC IT HelpDesk:</b>	<input type="checkbox"/> Ensure employee computer access  <input type="checkbox"/> Set up Work Email  <input type="checkbox"/> Get employee MySLCC access/ password change  <input type="checkbox"/> Install VPN for remote work
<b>SLCC ID Center:</b>	<input type="checkbox"/> Refer employee to an <a href="#">ID Center</a> to get OneCard
<b>Required Training:</b>	<input type="checkbox"/> Ensure employee completes Required Training within 90 days of start date (refer to the instructions): <a href="https://www.slcc.edu/requiredtraining/">https://www.slcc.edu/requiredtraining/</a>  Questions? <a href="mailto:requiredtraining@slcc.edu">requiredtraining@slcc.edu</a>
<b>Home Department:</b>	<input type="checkbox"/> Tour of the department with employee  <input type="checkbox"/> Set up a Supervisor Meeting to discuss: <ul style="list-style-type: none"> <li>○ Hours</li> <li>○ Dress code</li> <li>○ Entering Time</li> <li>○ Expectations</li> </ul> <input type="checkbox"/> Supervisor tells about GPS program for staff  <input type="checkbox"/> Communicate department's meetings schedule  <input type="checkbox"/> Connect the new employee with a buddy (optional)  <input type="checkbox"/> Book the milestone dates in Outlook Calendar (1 month, 6 month, 1 year, etc.)  <input type="checkbox"/> Put new hire's info on your department's Birthday list
	<input type="checkbox"/> Review SLCC Public Safety expectations and resources <a href="https://www.slcc.edu/safe/index.aspx">https://www.slcc.edu/safe/index.aspx</a>

Last updated 12/18/2025