



SLCC Onboarding Checklist for Supervisors

Before Day 1

Hiring Manager:	<input type="checkbox"/> Submit New, Rehire, Internal Hire Personnel Action Form (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: hr@slcc.edu .
IT Requests:	<input type="checkbox"/> Before employee starts – order computer equipment if none is available or the current equipment needs to be updated/replaced
SLCC IT Website:	https://slcc.service-now.com/help/catalog_home.do <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)
SLCC IT Helpdesk:	help.desk@slcc.edu 801-957-5555 or visit TB121 <input type="checkbox"/> Remote Access – VPN (as needed) <input type="checkbox"/> Set up eduroam@slcc Wi-Fi
OneCard	<input type="checkbox"/> Ensure that employee gets OneCard in one of the ID Center locations and have ID photo taken.
Parking Services:	https://www.slcc.edu/parking/parking-permits/employee-permits.aspx

	<p><input type="checkbox"/> Employees apply for parking permit in the Parking Management System through MySLCC log-in then click Employee tab.</p> <p><input type="checkbox"/> 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.</p> <p>Contact Parking Services 801-957-4011 if needed to prevent parking tickets for your new employee on the first days.</p>
Key Office:	<p>https://i.slcc.edu/facilities/departments/keyshop.aspx</p> <p><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</p> <p><input type="checkbox"/> Employees fill in a Key Request Form</p> <p>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</p>
Budget Office:	<p>https://i.slcc.edu/budget/forms.aspx</p> <p><input type="checkbox"/> Purchasing Card (P-Card) (as needed)</p>
Printing Services/Copy Center:	<p><input type="checkbox"/> Copy Code and setting up the printers, requests to copiers@slcc.edu</p> <p><input type="checkbox"/> Set up connection to network Printers, print to copy machine and scan option (program printers)</p> <p><input type="checkbox"/> Stationery and Envelopes (department may already have a supply)</p> <p><input type="checkbox"/> Business Cards</p>
Institutional Marketing:	<p>https://i.slcc.edu/institutionalmarketing/requests.aspx</p> <p><input type="checkbox"/> Headshot (if needed)</p> <p><input type="checkbox"/> SLCC Today (should be added automatically)</p>
Staff Development:	<p>https://i.slcc.edu/staff-development/bruin-beginnings.aspx</p> <p><input type="checkbox"/> Bruin Beginnings: New Staff Orientation and Resources info</p>
Faculty Development:	<p>https://faculty.slcc.edu/faculty-development/new-faculty-cohort-program.aspx</p> <p><input type="checkbox"/> New Faculty Cohort Program and Orientation</p>
Other Departments:	<p><input type="checkbox"/> Be sure Payroll is set up: Time Approval and/or Proxy: https://i.slcc.edu/payroll/</p>

	<input type="checkbox"/> Be sure employee has completed employment information sheet, and direct deposit <input type="checkbox"/> SLCC Buy Access/Approval Purchasing (as needed): https://i.slcc.edu/purchasing/index.aspx <input type="checkbox"/> Bookstore gift card for SLCC gear: http://slcc.bkstr.com/ (if applicable)
Home Department:	<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)
Workspace:	<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
<u>Things to have ready before the first day:</u>	<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)
Remote/Hybrid Work Checklist:	<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

HR and Onboarding:	<input type="checkbox"/> Ensure I-9 Section 1 is completed by an employee prior to the first day of work (Employee Records Onboarding system) https://outlook.office365.com/owa/calendar/Onboarding1@SLCCBruins.onmicrosoft.com/bookings/ <input type="checkbox"/> Get an employee to submit Workplace Transformed Etrieve form (for Remote and Hybrid): https://i.slcc.edu/culture/workplace-transformed.aspx
SLCC IT HelpDesk:	<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
SLCC ID Center:	<input type="checkbox"/> Refer employee to an ID Center to get OneCard
Required Training:	<input type="checkbox"/> Ensure employee completes Required Training within 90 days of start date (refer to the instructions): https://www.slcc.edu/requiredtraining/ Questions? requiredtraining@slcc.edu
Home Department:	<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"> ○ Hours ○ Dress code ○ Entering Time ○ Expectations <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 https://www.slcc.edu/safe/index.aspx

Last updated 12/18/2025