Office of the Treasurer
New Employee Orientation Checklist

Employee Name: __________________________________________________________

Start Date: ______________________________________

New Employee Orientation Date: ________________________________

Please check one.

Biweekly ___ Monthly ___

________ Complete PA form

________ Complete Form 13 with five pieces of information (full name, date of birth, SSN, gender, and address)

________ Make copy of offer letter (not required for biweekly staff)

________ Complete computer access form (send to your local computer support area)

Print checklist on green paper and keep a copy for your records.

Send with PA form, Form 13, and copy of offer letter (not required for biweekly staff) to PASC / FREH.