

Business Services 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 Shared Service Center/FREH.