

# NEW EMPLOYEE DEPARTMENTAL CHECKLIST

Employee name: \_\_\_\_\_

Email: \_\_\_\_\_

Start date: \_\_\_\_\_

### New Hire Pre-work:

- Ensure new hire understands Form I-9 requirements and completes necessary onboarding steps to gain proper access to systems.
  - Resource: New Employee Onboarding First Steps: <https://www.purdue.edu/hr/neo/firststepsRise/content/index.html#/> - Overview (purdue.edu)
  - Resource: Welcome to Purdue! <https://www.purdue.edu/hr/neo/welcome.php>
- Communicate West Lafayette parking pass information and obtain temporary parking permit, if applicable
  - West Lafayette campus - <https://www.purdue.edu/parking/>
- Communicate Indianapolis new hire additional steps, when applicable:
  - Ensure INDY role is on position which triggers the IU Credential process (Follow this process: [Position Role and IU Credentials for Purdue in Indianapolis Positions.docx](#))
  - Complete IU Starter kit to gain IU credentials needed for CrimsonCard and Parking: <https://access.iu.edu/starterkit>
  - Purdue University in Indianapolis Affiliate Crimson Card (needed to access local printing, etc and acquire parking permit): <https://crimsoncard.iu.edu/purdue.html>
  - Permit Parking at IU Indianapolis, navigate to Purdue Employees: <https://parking.indianapolis.iu.edu/parking/permits/index.html>
- Discuss first day/first week schedule
  - Provide information on proper dress apparel
  - Provide campus map/directions for parking or meetings
  - Provide any clear expectations that should be addressed – start and end time; break times

### Office Space:

- Office location is \_\_\_\_\_
- Office keys are available for new hire.
- Desk / Chair and other office furniture/equipment are available.
- Order name plate, name badge and business cards (if applicable)
- Resources:
  - West Lafayette Campus – Office Ergonomics: <https://www.purdue.edu/ehps/rem/laboratory/personal/ergo.html>
  - Awards Unlimited (name badges): <https://www.awardsunlimitedinc.net/product-catalog/black-purdue-name-badge-0/>
  - Purdue Print Services – Phoenix Innovate Ariba for business cards: Print Services - Procurement Services - <https://www.purdue.edu/procurement/purchasing/catalog-orders/print-services.php>
  - West Lafayette Campus - Purchasing Centers: <https://www.purdue.edu/treasurer/finance/operations/business-operations-and-centers/procurement-travel-centers/>
  - West Lafayette Campus – Procurement Services: <https://www.purdue.edu/procurement/>

## Equipment:

- Computer
- Is a new laptop needed; if so is it ordered?
- Is the computer number assigned to the new hire?
- Are the correct printers (or other equipment) accessible from the computer?
- Is the departmental drive or other folders accessible for the new hire?
- Resource: your local IT department
- Phone
- Is a new phone number needed; or does new hire inherit existing phone number?
- Is there voicemail for the new hire to setup?
- Resource: <https://www.it.purdue.edu/telecommunications/index.php>
- Will new hire receive a Tech Allowance?
- Resource: local Business Office
- Printers/Scanners
- Add new employee access to local printer/scanners or other equipment

## Directories, Teams, SharePoint Sites and Outlook

- Update departmental org chart, when applicable
- Update email distribution lists
- Update TEAMS sites/provide access
- Update SharePoint sites/provide access
- Add new hire to recurring departmental or other meeting requests
- Create supervisory check-in recurring meeting request, if applicable
- Update new hire calendar with appropriate meeting requests, meet & greets, as applicable
- Update office directory with staff contact information
- Update Purdue directory, when applicable
  - Resource: [Purdue Directory](#) (New hire can click business card icon to update my directory listing)
- Update departmental emergency or other contact lists
- Add new hire information to departmental website
  - Obtain bio and headshot, when applicable
- Coordinate press release article, when applicable

## Purchasing/Travel Cards (when applicable – not all employees need these)

- Order Purchasing card
  - Resource: <https://www.purdue.edu/procurement/card-services/purchasing-card.php>
- Order Travel card
  - Resource: <https://www.purdue.edu/procurement/card-services/travel-card.php>
- If travel arrangements are necessary in the first few weeks of employment contact AAA Corporate Travel
  - Resource: AAA Corporate <https://www.purdue.edu/procurement/travel/resources/travel-provider.php>

## First Week

- Identify and provide required training information
- Provide campus tour
- Provide departmental contact lists/information
- Provide or reference departmental standard operating procedures (SOP) or other related process documentation
- If position is remote:
  - Provide remote work resources at <https://www.purdue.edu/hr/workremotely/index.php> and have them complete the training in SuccessFactors LMS (Remote Work Guidelines, Resources and Tools )
  - Review if position location needs update or property off campus equipment needs completed: <https://www.purdue.edu/hr/workremotely/remoteformproc.php>

During your first week, access SuccessFactors to complete your tax forms. Learn more here:

<https://www.purdue.edu/hr/workpurdue/workESS.php> .

Navigate to Additional Employee Self-Service items and open "Tax Services" for further guidance.