

## NEW HIRE ORIENTATION CHECKLIST

### Introduction to Purdue and Administrative Operations

- ☐ Organization overview
- ☐ Administrative Operations purpose, principles, and values
- ☐ New at Purdue program
- ☐ Organizational chart

### New-Employee Paperwork

- ☐ W-4 and state tax forms
- ☐ I-9 completion
- ☐ Employee handbook located at: [Faculty and Staff Handbook - Purdue University](#)
- ☐ Purdue parking permit - [Purdue University Parking - Purdue University](#)

### Benefits and Compensation

- ☐ Health insurance - [Detailed Medical Coverage - Human Resources - Purdue University](#)
- ☐ Retirement benefits -Schedule free appointments to learn more: [Fidelity Investor Center - PMU Office - Human Resources - Purdue University](#)
- ☐ Educational assistance - [Purdue Global Education Benefit Guidelines - Human Resources - Purdue University](#)
- ☐ Purdue Tuition discount information for employees, spouse, and dependents: [II.D.3 - University Policy Office - Purdue University](#)
- ☐ Employee assistance program - [Employee assistance counseling - Center for Healthy Living - Purdue University](#)
- ☐ Pay procedures- [Access Your Pay Statement - Human Resources - Purdue University](#)
  - ☐ Do you know where to locate your electronic check?
- ☐ Performance management process - [Assess Annual Performance - Human Resources - Purdue University](#)
- ☐ Recognition programs - [Recognition Nomination Opportunities - Administrative Operations Intranet - Purdue University](#)
- ☐ Leaves of absence - [Leaves of Absence - Faculty and Staff Handbook - Purdue University](#)

### Administrative Procedures

- ☐ Mobile Duo application
- ☐ Microsoft Authenticator application
- ☐ SuccessFactors Mobile application
- ☐ Hardware/software access
- ☐ E-mail access
- ☐ Keys/access card to buildings

☐ ID badge-Purdue and department (if applicable) Stewart Center in room 194. The hours are Monday-Friday from 8:00-5:00. [ID Card Operations / Support - Finance \(purdue.edu\)](#)

☐ Uniform and programs review such as Shoes for Crews

### **Key Policy Review**

☐ Anti-harassment/discrimination

☐ Leaves of absence and Department protocol on requesting time off

☐ Overtime and on-call procedures

☐ Injury reporting

☐ Emergency procedures

☐ [Risk Management | Use of Vehicles for University Business \(purdue.edu\)](#)

### **Introductions and Tours**

☐ Introduction to team and senior leadership

☐ Contacts for SAP work orders (if applicable)

☐ Tour of site

### **Job Related Items**

☐ Copy of job description

☐ Review of goals in SuccessFactors

☐ Required training in SuccessFactors

☐ Personal Protective Equipment