

## New Employee Checklist

### Welcome to Salisbury University!

This checklist has been created to assist new employees with making a successful transition to Salisbury University.

#### ❖ Before your First Day

- Sign the offer letter and position description/information form and return to your Manager
- Complete the fingerprinting process with Campus Police (consult your hiring Manager to schedule)
- Complete new employee packet of forms sent with your offer letter including W-4, employee info sheet, direct deposit, policy acknowledgement, criminal background check authorization form, and MOU signature page (if applicable) and return to Human Resources
- Arrange for an official copy of transcripts/proof of highest degree earned to be sent to Human Resources if indicated in the offer letter
- Schedule an appointment with Human Resources at 410-543-6035 to complete your required I-9 verification, and gather appropriate documentation as listed on the back of the I-9 form to show eligibility to work in the U.S.
- Visit Cashier's office (HH219) to obtain a temporary parking permit prior to first day. You will need to bring vehicle registration and ID. Confirm which lot to park in on first day of work.
- Contact Human Resources to review your Benefits information at 410-548-4755
- View assigned New Employee Orientation and Campus Tour videos on Human Resources website
- Verify the dress code with your supervisor
- Confirm with your supervisor where and what time to report on your first day

#### ❖ On your First Day

- Finalize retirement benefit decision with Human Resources (if you haven't already – not applicable to CII)
- Complete any outstanding new employee forms (meet with Human Resources if you haven't already)
- Meet with supervisor on process to obtain an employee [Parking Permit](#) and review parking options
- Obtain your ID Card (Gull Card)
- Complete Information Technology's Acceptable Use Policy in GullNet
- Set up email account. See supervisor for user ID/password, as well as suggested email signature style
- Learn how to use the phone system and set up voicemail (if applicable) [Using the SU Voicemail System](#)
- Know your work schedule and breaks

### ❖ **During your First Week**

- Gather documentation for benefit dependents and provide to Human Resources with completed benefits enrollment form (original birth certificate for children and official copy of marriage certificate with court signature). Note: maximum 60-day time period to enroll upon hire.
- Understand your job duties. Refer to your supervisor with any questions.
- Get acquainted with your work space
- Be able to access and use equipment
- Review an organizational chart, SU mission and values
- Review the functions of your department, units within and individuals
- Complete any required/mandatory online training assigned
- Review the process for requesting time off, including call-out procedures
- Review time entry procedures and timing/delivery of first paycheck with your supervisor

### ❖ **30-Day Checklist**

- Clarify roles, responsibilities, and expectations as needed and request ongoing feedback
- Ensure that any required training has been completed and/or scheduled
- Schedule weekly/monthly update meetings with your supervisor as needed