**College of Architecture & Urban Studies**

**New Employee On-boarding & Off-boarding Procedures**

The onboarding and off boarding of employees is important for our personnel and the college as a whole. Onboarding provides employees with a sense of comradery and direction. It also ensures that we have covered setup and training needs for each individual. Additionally, properly off boarding an employee is a safeguard to the employee and the college. Some individual needs will differ, however, many processes and needs are alike. This procedure is a guideline that is subject to change as university and college policies and procedures change.

**New Hires**

When a new employee has formally accepted a position with the college, the hiring supervisor will send an email to the school Business Manager and [caussupport@vt.edu](mailto:caussupport@vt.edu). The email must contain the following information:

* First and last name of the new employee
* VT ID# (if applicable)
* Start date
* Position title
* Office number
* Equipment needed

On the first day of employment:

* The Business Manager, Fiscal Tech, or HR Representative will meet with the new hire to complete the I-9, direct deposit and tax forms as required by the university.
* The IT Team will reach out to the new employee to coordinate a meeting and complete the CAUS IT Checklist found on the InsideCAUS – Human Resources website.
* The hiring supervisor will complete the Supervisor Onboarding Checklist with the new hire found on the InsideCAUS – Human Resources website.

To ensure safety and security of new employees and the college, it is required that all new hires and separating employees sign the college on-boarding and separation checklists with their supervisor. Interoffice mail (0205) or drop off all completed checklists to the Dean’s Office for records retention.

**Off boarding**

The off-boarding process for an employee is an important step that facilitates safety, security and internal controls when employee positions become vacant. For safety and security of the individual and the college, all keys must be collected and electronic accesses terminated.

**IT Team**

* When an employee expects to leave, the supervisor or area Business Manager will send a separation ticket to [caussupport@vt.edu](mailto:caussupport@vt.edu) with the employee’s name, email address, and last day of employment.
* The IT Team will work with the employee to collect the fixed assets assigned to the employee and have the employee sign the return section of the office and/or home use forms.
* The IT Team will terminate access to drives and internal sites.

**Fiscal Tech**

* The area Fiscal Tech will create a *unified communications bundle* ICR to CNS to remove the employee information from the current phone service(s).
* If the employee receives a Mobile Communications Device allowance, send an email to the Dean’s Office Business Manager to terminate the payroll allowance.
* Obtain physical keys and have employee sign the key log maintained by each school to transfer custody of the key(s).
* Collect their Hokie Passport and forward as confidential to the Hokie Passport Office.
* Inform the employee to contact Parking Services to return their parking pass.