Onboarding

Checklist

# Before THE FIRST DAY

*Confirm Start Date*

*Send welcome email (coordination from Director of Training, but email comes from HR personnel assigned to hiring sequence)-* ***welcome email to include new hire orientation schedule which also needs to be sent to ACA/DOC***

*Prepare New Hire Template (done ASAP from time that start date is confirmed)*

*Send New Hire Template to Admins*

Ensure all equipment requests and documentation is completed and turned in (mobile phone paperwork, business card request form if applicable, etc.)

*Set Up Office\**

*Develop orientation material*

Prepare copies of new hire packet to include

* Employee ID (badge) Request form
* I-9 form (filled out by HR personnel)
* Tax forms (state and federal W4 forms- filled out by employee)- **to be kept by the employee and employee to be instructed as to EBS self service**
* Direct Deposit Form (get voided check from new hire)
* NEA form with NPCC language on it (if a Shakman Non Exempt Hire)
* Emergency contact form
* Social Security Not Covered form
* Employee Handbook Acknowledgement form and Handbook
* Payroll Schedule
* Dual Employment form **[ask the employee if they have other employment, if they say yes, have them fill this out. If they say no, remind them that they will have to fill this out and get it approved before they take on dual employment in the future]**
* Software Code of Ethics
* Collective Bargaining Agreement
* Phone quick reference guide
* Risk Management Benefit Packet

Coordinate timing of IT Orientation (with admins), Tour (with Jose) and ID Badge Picture (with BHR)

# First Day

*HR Orientation (collect copy of ID & SS card or copy of passport, collect completed badge form, collect voided check, confirm their schedule preference, reviewing the pre employment onboarding form as to whether their supervisor has a preference)*

Scan New Hire Paperwork (save to Personnel folder and Onboarding folder under a subfolder with new hire’s name) and send for CCT Registration

**Do not scan banking information- give to payroll manager**

*Ensure NEA Paperwork signed by appropriate parties* *(the new hire themselves and Director of HR)*

*Ensure NEA Paperwork sent to DOC and ACA, save NEA to posting file and NEA folder*

*Ensure that payroll manager enters new employee to EBS, adds schedule to CCT, and communicates schedule to employee and supervisor*

*IT Orientation (Active Directory, I Drive, Website, Intranet) (morning)*

*Tour of the Office (afternoon)*

*Intro to Workspace and Supervisor (afternoon)*

Create Personnel File

# SECOND DAY

*Badge Picture Taken, Badge Issued*

*Ensure that posting file checklist is completed and signed by Director of HR and DOC, completed posting file checklist itself must be added to posting file*