



Sandstone Housing

New Employee Training Checklist for Office Staff

Name: _____

Start Date: _____

	Employee Initial	Date	Trainer Initial
Policies and Procedures Manual (read booklet)			
Payroll (timesheet, sign in sheet, and due dates)			
Office Orientation (files, supplies, property info. etc.)			
Petty Cash			
Bulletin Board			
Phone related skills & operation (fax, emails, answering service)			
Monthly Calendars			
Reports Due (task sheet of daily, weekly, monthly)			
Property Program Orientation (HUD, USDA, or Tax Credit)			
Total Units (# of 2, 3, 4 bedrooms, location, and map)			
Schedule Billing (gross rents, utility allowance if applicable)			
Pre Close (due dates)			
Month End (due dates)			
Delinquency Report (attorney, damage charges, etc.)			
CBF (Credit Bureau of Farmington)			
Recertification procedures (3560-8, 50059, etc.)			
MINC requirements (if applicable)			
Utility Reimbursement (if applicable)			
HAP (if applicable)			
Forms related to Property Program and Sandstone			
One Site Program (tabs, report & task, etc.)			
CEO Portal Deposit System			
Wait List Procedures			
Application Process (approval/denial checklist)			
Move In Process (file audit checklist)			
Move Out Process (Receivable, FAS, etc.)			
Property Inspection and Performance			
Work Order System			
Purchase Request and Close Out/Create Invoice			