New Hire Packets

State Classified

# Before start date

[ ]  Complete Background Check *(if applicable)*

[ ]  Obtain Offer Letter and upload into TMS

[ ]  Send link to complete Form I-9 and SSA-1945

[ ]  Send ‘Welcome’ email *(see sample)*

[ ]  Order business cards, name plate/tag

[ ]  Send department email announcing the new employee

[ ]  Coordinate welcome refreshments

[ ]  Clean and prepare employee’s workspace

* Keys, computer, phone, office supplies, include welcome sign/gift

# First day

[ ]  Complete and submit required forms *(if not previously completed)*

* Form I-9 and SSA-1945
* Creative Works Policy
* Compensatory Time Agreement
* PERA Exclusion Form (*if applicable*)
* Direct Deposit
* W4

[ ]  Coordinate department tour

[ ]  Review FLSA status, TimeClock Plus and pay schedule

[ ]  Provide guidance on obtaining RamCard or Procurement Card

[ ]  Provide a staff list with phone numbers and email addresses

[ ]  Walk through System Access Request form and request shared drive access

[ ]  Coordinate with supervisor to provide desk manual/training materials/resources

[ ]  Review and provide a copy of CSU’s Principles of Community

[ ]  Walk through Employee Self Service

[ ]  Send follow up email after the first day with helpful information about the department and campus

# first week

[ ]  Send information for University Employee Orientation and Sexual Harassment Training

[ ]  Provide job description and discuss duties

[ ]  Review department goals, mission and organization chart

[ ]  Notify them of building safety/security/emergency procedures

# first month

[ ]  Ensure they have enrolled in and/or completed required training

[ ]  Remind them to enroll in benefits and complete the Retirement Election Form

[ ]  Check in with the employee and provide feedback



Resources

# Training

[ ] [Supervisor Development Program](https://csutraining.bridgeapp.com/learner/programs/0c59d838/enroll)

[ ] [Kuali Training](http://busfin.colostate.edu/Depts/Campus_Svcs.aspx?heading=2)

[ ] [Time Clock Plus](https://hr.dev.colostate.edu/hr-community-and-supervisors/training-and-professional-development/payroll-training/)

[ ] [Oracle](https://hr.dev.colostate.edu/hr-community-and-supervisors/training-and-professional-development/records-training/)

[ ] [CPR/AED Training](http://rmi.prep.colostate.edu/aedcpr/training-registration/)

# Manuals and Policies

[ ] [HR Manual](https://hr.dev.colostate.edu/wp-content/uploads/sites/25/2020/06/HRS-Manual-Human-Resource-Services-Colorado-State-University.pdf)

[ ] [Acceptable Use Policy (AUP)](http://policylibrary.colostate.edu/policy.aspx?id=704)

[ ] [Leave Accrual, Overtime, Flex Time, and Compensable Time](https://hr.dev.colostate.edu/hr-community-and-supervisors/benefits/leave/) Policies

# campus resource and information

[ ] [Payroll Schedule](https://hr.dev.colostate.edu/hr-community-and-supervisors/payroll/schedules-and-deadlines/)

[ ] [Holiday Schedule](https://hr.dev.colostate.edu/prospective-employees/our-perks/)

[ ] [Parking & Transportation Services](https://pts.colostate.edu/)

[ ] [Employee Assistance Program](https://eap.colostate.edu/)

[ ] [Commitment to Campus](https://commitmenttocampus.colostate.edu/)

[ ] [Campus Map](https://map.concept3d.com/?id=748#!ct/46630,36475,25059,20377,13646,13645,13644,9554)

[ ]  [Risk Management](http://rmi.prep.colostate.edu/risk-management/)

* AED Locations
* Ergonomics evaluation
* Worker’s Compensation

[ ] [Networking, IT, and AAR Resources](https://www.acns.colostate.edu/)

[ ] [Talent Development (Professional Development courses)](https://training.colostate.edu/)

[ ] [Adult Learners and Veterans Services](https://alvs.colostate.edu/)

[ ] [Principles of Community](https://diversity.colostate.edu/principles-of-community/)

[ ] [Land Acknowledgement](https://landacknowledgment.colostate.edu/)

# student diversity offices

[ ] [Native American Cultural Center](https://nacc.colostate.edu/)

[ ] [Student Resolution Center](https://resolutioncenter.colostate.edu/)

[ ] [Black/African American Cultural Center](http://www.baacc.colostate.edu/)

[ ] [El Centro](https://elcentro.colostate.edu/)

[ ] [Asian/Pacific American Cultural Center](https://apacc.colostate.edu/)

[ ] [Pride Resource Center](https://prideresourcecenter.colostate.edu/)

[ ] [Student Disability Center](https://disabilitycenter.colostate.edu/)

[ ] [Women & Gender Advocacy Center](https://wgac.colostate.edu/)

# sample welcome email

Good morning/afternoon \_\_\_\_\_\_\_\_\_\_\_\_\_,

Time is flying and we are preparing for and eagerly anticipating your [insert start date], start date!

As a reminder, the [department name] office is located [insert location]. You may park [insert parking information]. I’ll provide a parking permit for your first day.  The office hours are 7:45 a.m. – 4:45 p.m. and the dress is typically business casual.  When you come in on [start date] please bring:

* A voided check or the bank routing and account number to set up direct deposit for your pay.
* From the attached list of I-9 acceptable documents, one selection from List A or a combination of one selection from List B and one selection from List C (these must be original documents and not copies).
* Your social security card – to verify the full name on your social security card with the full name in our database for ACA and W-2 reporting purposes.
* Beneficiary information, including social security numbers and addresses, for the Colorado Public Employees’ Retirement Association (PERA) membership form. (note this is only for PERA eligible employees)
* Your original signed offer letter.

[Insert supervisor name] would like to invite you to a welcome lunch with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ team on a date to be determined during your first week, and we will look at schedules to see which day works best.  For the convenience of staff, [department name] has a small kitchen with a refrigerator and microwave if you would like to bring in your lunch, or there are several restaurants nearby.

Your information has been entered into our personnel database, and it generated the CSU ID number [insert CSU ID] for you.  If you have a moment, please go to <https://eid.colostate.edu/> and follow the instructions to register for your eID (using the CSU ID number).  A lot of people use the first letter of their first name and then their last name for their ename (mine is \_\_\_\_\_), although this is not required.  The eID website should also walk you through the process of setting up your email address.  You can check your email from anywhere through Office 365 (<http://help.mail.colostate.edu/> has quick links to an Office 365 Overview and the Office 365 Portal).  Please let me know your ename and your email address after you get them set up, as we will need this information to set up various accesses.  If you do not have time to do this or it doesn’t work for some reason, it can certainly wait for your first day here!

Please let me know if you have any questions in the meantime.  I look forward to meeting you in person!

Best regards,

[insert name]