

UW Bothell
Office of Administration & Planning
Checklist for New Classified and Professional Staff

At Job Offer

- Confirm start date and prepare employee with information for the first day
 - o Work schedule
 - o Documentation to bring (for I-9 form)
 - o Paydays
 - o Probation period (if applicable)
 - o Benefits <http://www.uwb.edu/hr/benefits.xhtml>
 - o Annual/Sick leave
 - o Salary increase
 - o Parking/UPASS options <http://www.uwb.edu/admin/transportation/parking.xhtml>
- Send job offer letter *HR*

Before the First Day

- Arrange for office/desk space and equipment *Supervisor*
 - o Clean and prepare office/workstation and stock with supplies: pens, notepad, stapler, staple puller, tape dispenser, paper clips, calendar, stackable files, etc.
 - o Door/desk signage (Nameplate) *F&A*
 - o Order Keys *Security*
- Arrange for computer/communication resources and access *Supervisor*
 - o UW NetID: <http://www.washington.edu/computing/> (*employee sets up*)
 - o UW B Username & Password: <http://www.uwb.edu/computing/netops/ntrequest.xhtml>
 - o Servers/Shared Drives *(sign up at the netops site above)*
 - o Email *(sign up at the netops site above)*
 - o Listserv's *(sign up at the netops site above)*
 - o Voice Mail *F&A*
 - o UWATS – Long distance code *F&A*
 - o eProcurement Systems (Stores) *F&A*
 - o Keynes systems *F&A*
- Prepare an Information Packet *Supervisor*
 - o Job description
 - o Org Chart(s)
 - o Training Opportunities available
 - o Staff Directory/telephone list
- Acquire “First Day” forms on <http://www.uwb.edu/finance/payroll.xhtml> *Supervisor*

First Day

- Arrive early and welcome new employee *Supervisor*
 - o Treats in a central area (optional)
- Pick up keys *Employee*
- Office/workstation orientation *Supervisor*
 - o File cabinets, equipment, etc.
- Issue Uniforms, tools, etc. *Supervisor*
- Introduce employee to coworkers and other pertinent staff *Supervisor*

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|---|-------------------|
| <input type="checkbox"/> Internal Office Tour to include: <ul style="list-style-type: none"> <input type="radio"/> Supplies Storage <input type="radio"/> Mailboxes <input type="radio"/> Applicable Materials <input type="radio"/> Shredder <input type="radio"/> Printer <input type="radio"/> Fax <input type="radio"/> Copier (give access code) | <i>Supervisor</i> |
| <input type="checkbox"/> External Office Tour to include: <ul style="list-style-type: none"> <input type="radio"/> Restrooms <input type="radio"/> Drinking Fountains <input type="radio"/> Staff Lounge <input type="radio"/> University Book Store <input type="radio"/> Commons Coffee Cart <input type="radio"/> Cascadia Campus <input type="radio"/> Subway <input type="radio"/> Library | <i>Supervisor</i> |
| <input type="checkbox"/> Arrange with Payroll <ul style="list-style-type: none"> <input type="radio"/> Submit new employee packet – (I-9, W4, direct deposit form, etc.) | <i>Payroll</i> |
| <input type="checkbox"/> Computer Overview <ul style="list-style-type: none"> <input type="radio"/> Network Servers: Mercury/Admin Directory <input type="radio"/> MS Outlook (email, calendar) <input type="radio"/> Online Resources (http://www.uwb.edu/admin/) <input type="radio"/> MyUW (Employee Self Serve) | <i>Supervisor</i> |
| <input type="checkbox"/> Phone Overview <ul style="list-style-type: none"> <input type="radio"/> Phone number <input type="radio"/> Voicemail <input type="radio"/> UWATS Code | <i>Supervisor</i> |
| <input type="checkbox"/> Parking Permit/UPASS/Transportation Options | <i>F&A</i> |

First Week

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|---|-------------------|
| <input type="checkbox"/> Computing Services <ul style="list-style-type: none"> <input type="radio"/> Know the Rules: Computer and Email Use, Ethics Policy | <i>Employee</i> |
| <input type="checkbox"/> Monthly Time Record | <i>Supervisor</i> |
| <input type="checkbox"/> Issue UW equipment (laptop, cell phone, pager, etc.) | <i>Supervisor</i> |
| <input type="checkbox"/> Review Job Description/Explain Expectations | <i>Supervisor</i> |
| <input type="checkbox"/> Review Office Policy and Procedures | <i>Supervisor</i> |
| <input type="checkbox"/> Campus Introductions <ul style="list-style-type: none"> <input type="radio"/> Send nball to campus | <i>Supervisor</i> |
| <input type="checkbox"/> Emergency Procedures – Safety Orientation | <i>Security</i> |
| <input type="checkbox"/> Order business cards | <i>Supervisor</i> |
| <input type="checkbox"/> ProCard (if applicable) | <i>F&A</i> |
| <input type="checkbox"/> UW Travel Card (if applicable) | <i>F&A</i> |
| <input type="checkbox"/> Husky Card (Allow 24 hours following payroll entry) | <i>F&A</i> |