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](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](http://www.uwb.edu/admin/transportation/parking.xhtml)

☐ Send job offer letter [HR](http://www.uwb.edu/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/](http://www.washington.edu/computing/)
  o UWB Username & Password: [http://www.uwb.edu/computing/netops/ntrequest.xhtml](http://www.uwb.edu/computing/netops/ntrequest.xhtml)
    (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](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]

Revised 3/7/2011
Administration & Planning
Checklist for New Classified and Professional Staff

Internal Office Tour to include:  
- Supplies Storage
- Mailboxes
- Applicable Materials
- Shredder

External Office Tour to include:  
- Restrooms
- Drinking Fountains
- Staff Lounge
- University Book Store

Arrange with Payroll  
- Submit new employee packet – (I-9, W4, direct deposit form, etc.)

Computer Overview  
- Network Servers: Mercury/Admin Directory
- MS Outlook (email, calendar)
- Online Resources (http://www.uwb.edu/admin/)
- MyUW (Employee Self Serve)

Phone Overview  
- Phone number
- Voicemail
- UWATS Code

Parking Permit/UPASS/Transportation Options

First Week

Computing Services  
- Know the Rules: Computer and Email Use, Ethics Policy

Monthly Time Record

Issue UW equipment (laptop, cell phone, pager, etc.)

Review Job Description/Explain Expectations

Review Office Policy and Procedures

Campus Introductions  
- Send nball to campus

Emergency Procedures – Safety Orientation

Order business cards

ProCard (if applicable)

UW Travel Card (if applicable)

Husky Card (Allow 24 hours following payroll entry)