TO DO BEFORE NEW HIRE'S START DATE

NEW HIRE

DEPARTMENT

2 WEEKS PRIOR

New Hire completes Background Check upon job acceptance

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New Hire turns forms into HR (Fax, E-mail, in person)

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New Hire provides proper I-9 identification **IN PERSON** to HR to begin processing all forms

→

After processing is complete, UDIT creates New Hire's ID Number, UD E-mail Address and Banner Account (can take up to 48 hours)

1 WEEK PRIOR

New Hire must go to KU Room 125 to obtain their new ID card

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Contact Mary Ann Dodaro at mdodaro1@udayton.edu to request building/room access where necessary on campus

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Establish office space for new hire to work. Clean, setup and furnish office with a desk, chair, and bookshelf (at a minimum)

← Obtain Office Supplies (Order if necessary)

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UDIT installs LAN drop & phone if necessary

← Set up and explain voicemail to New Hire

↓

Phone number is obtained once phone is installed

→ Contact Stephanie McChesney to establish phone extension and to begin Safety Training

Order Temporary Parking Permit

Order Laptop/Computer for New Hire if necessary

Order business cards if all information is established (UD E-mail and Phone Number)

Add Employee's name to any: E-mail lists, distribution lists, internal/office phone lists, and/or website

Send E-mail to ITServiceCenter@udayton.edu and **COPY** thumbert1@udayton.edu and rsaunders1@udayton.edu to request setup of an Engineering Account

Create Day 1-5 Agenda to help set expectation for employee's first week. Suggestion to take employee to lunch on Day 1. Inform the department of employee's arrival.

Obtain Office Keys (Order New Keys if necessary) – Main Suite Door, Office Door, Desk Drawers, Etc.

← Provide Name, ID Number and which Rooms & Buildings requesting access to

Provide New Hire Name, ID Number, and UD E-mail Address

↓

UDIT can setup laptop/computer