



New Employee Checklist

- Payroll:** Please go to the Payroll office in the Miller Administration Building room 111. Remember to take a picture ID and proof of citizenship (social security card, birth certificate, or passport) to complete I-9 form. Bank information and/or a voided check will be needed to complete direct deposit form.
- Parking Pass:** Please have your employee take a memorandum (signed by VP) and a parking application for an "A" Parking Pass to Parking Services located in the new Public Safety Building. "A" parking lot passes are assigned based on the building where you work, contact Parking for the assignment if you are unsure. "A" parking passes are \$109 per year or \$4.55 per pay period by payroll deduction. Davis Campus employees need only a "W" pass for parking at the Davis Campus. If they will need to travel to Ogden and park in "A" lots, a special hangtag will be provided by their department.
- Wildcard:** Visit the Shepherd Union Information Desk to get an ID card, which gives you library and gym access and discounts on tickets and bookstore merchandise.
- Key Request:** Take signed key request form to the Campus Services Building. A one-time key deposit of \$25.00 can be paid via check or payroll deduction.
<https://www.weber.edu/facilities/KEAS.html>
- Contact **Telecommunications** (ext. 6024) to
 1. Change office phone caller id name
 2. Set up voice mail
 3. Request a paper copy of the Campus Directory
- Student Affairs Directory:** Contact the Vice President for Student Affairs Office to have a copy of the most updated Student Affairs Directory.
- Email:** Gmail accounts will be automatically setup when you are entered into the Human Resources system. HR will give you a temporary password. You can also get your Wildcat username and set your password by going to weber.edu and clicking on



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Student Affairs

- “Password Help” beneath the username and password spaces. To get your username, click on “Get your Wildcat Username.”
Gmail tutorials can be found here:
<http://staff.weber.edu/googleapps/index.html>
- Computer:** Contact the Student Technology Assistants (ext. 8628) for assistance logging in to the computer. Supervisors can get a new employee’s computer imaged ahead of time so that he/she can log in as soon as receiving a username and password.
 - Door/Desk Name Plate/Nametag:** Order from interiorsigns@weber.edu
 - Business Cards:** Order from Printing Services (ext. 6107)
https://www.weber.edu/financialservices/Design_and_Print/BusinessCardForm.html
 - Maps of Campus/ Give Your Employee a Tour of Campus on Day 1**
<http://www.weber.edu/WeberStateMap/OgdenCampusMap.html>
 - Access:** Contact Student Affairs Assessment to set up the employee with the tracking and survey systems if these will be used.
 - Box:** If your department uses Box, share files with your new employee. Basic training for Box can be found at <https://support.box.com/hc/en-us>
 - WSU Driving Training:** If your new employee will drive as part of employment, training must be completed at http://www.weber.edu/EHS/driver_train.html
 - Wellness:** If employees are interested, they can sign up for Wellness blood work and fitness assessment at <https://www.weber.edu/employeewellness>. You can also let them know about the stress relief center on campus.



- **Housing:** If your new employee is moving from out of state, you can share information about moving to Ogden <http://www.ogdencity.com> or Layton for Davis Campus employees <http://www.laytoncity.org>

Housing and Residence Life may also have temporary housing.

- If your employee is staying in housing, it's nice to provide some basics, such as snacks, cereal bars, and maybe frozen dinners or soup so your employee doesn't have to run straight to the store.

- **eWeber Portal:** Take some time to quickly walk through the eWeber portal with your new employees. A few features to share are those below.

- **Leave Tracker:** Show your new employee where they can check sick and vacation accumulation and where to enter leave. Make sure to let new staff know that this is done at the beginning of every month. This also includes the Time Entry Approval System for non-exempt employees.

- **Provisioning:** If your new employee will need to access Banner or Argos, have him/her fill out a request in the "Online Provisioning System" channel in the eWeber portal.

- **Training Tracker:** Let your new employee know of all of the training opportunities for the different aspects of their job on campus.

- **Tuition Benefits:** You can show new employees where to activate their tuition benefits in the portal as well as walk through your expectations on when courses can be taken (e.g, lunch hour, after hours)

- **Purchasing Card:** Decide if you would like your new employee to have a purchasing card. They can request this through the portal after you discuss whether the card will be used just for purchases or for purchases and travel. After you approve it, Purchasing will schedule training for your employee.



- **New Staff Orientations:** New staff will attend two orientation programs: First is the WSU program, which are typically held monthly. Second is the Division of Student Affairs program, which is held twice per year (typically early Fall and mid-Spring). As part of the Student Affairs program, all new staff will have an opportunity to take **StrengthsQuest**

- **FERPA:** If your employee has not worked in higher education before or just to offer a refresher, share information about the Family Education Rights and Privacy Act:
<http://www.weber.edu/registrar/ferpa.html>

- **Office Supplies:** Supplies are ordered through PawPlace, which is found in your eWeber portal. For guides on how to use PawPlace, please visit the following site:
<http://www.weber.edu/purchasing/guides.html> for further assistance, please contact Purchasing at ext. 6014

- **Introductions**