



New Employee Checklist

Welcome to the University of San Diego! There are several resources available to help ensure that your experience at USD is a positive one. At your new Employee Orientation you will learn the history, values and mission of the university and all policies and procedures as well as meet your USD Ambassadors. Read the other items on this checklist and ask your supervisor, or Ambassador, for assistance with anything about which you may be unsure. If you have any questions before your first day, please feel free to contact us at (619)260-2725 or (619) 260-6806.

Before Your First Day

- ☐ Return a signed letter of appointment (administrators only) to your department prior to your start date
- ☐ Determine if your employment authorization documents are current and complete (see I-9 form)
- ☐ Review all documentation sent with letter confirming employment to bring in necessary documents
- ☐ Be prepared to arrange payment for a parking permit (\$255/year or prorated depending on start date) in the form of cash, check, credit card or payroll deduction
- ☐ Check out the USD website. In particular look at your department's home page and the Human Resources website.

First Day:

- ☐ Visit Human Resources in Maher Hall 101 to complete the required new hire forms:
 - Confidential Data Form
 - I-9 Form (show employment authorization documents)
 - W-4 Form
 - Direct Deposit (optional)
- (24 hours after the above paperwork has been inputted in the human resources information system you will be able to complete all items under "Second Day")**
- ☐ Meet with your supervisor and/or department designee/mentor/"buddy"
 - ☐ Confirm your work schedule and dress code with your supervisor
 - ☐ Confirm that you have received all necessary keys for your workspace

Second Day

- ☐ Visit Campus Card Services in UC-127 to get your Torero ID card
- ☐ Register an e-mail address by going to: <https://my.sandiego.edu/cp/home/displaylogin> > Open an Account
- ☐ Purchase a parking permit by going to: <https://my.sandiego.edu/cp/home/displaylogin> > login > Employee Tab> scroll down to USD Parking Services> Purchase permits
- ☐ Complete the "Staff and Faculty User Registration Form" for ITS so that they can give you access to your computer and database responsibilities. This form is located at <http://www.sandiego.edu/ITS/support/forms.php>. (Ask your supervisor for assistance with this.)
- ☐ Update Find People (the USD Phone Directory Change Request Form is available at: <http://www.sandiego.edu/search/people/changes.php> (login with your MySanDiego username and password)

First Week

- ☐ Make sure you are completing a time card appropriately by using the "Kronos" web time card reporting system (hourly employees). For information on submission date/procedure and to review a job aid visit Kronos Time Training Resources by going to: <http://www.sandiego.edu/administration/businessadmin/humanresources/training/performance.php>
 - *. Employees working for the Department of Facilities Management, Dining Services, Library, Bookstore, JCP Fitness Center/Concessions, and Athletics-Sports Center must use a time recorder clock to keep track of their work hours.
- ☐ Learn how to use departmental database systems (if applicable)
- ☐ Complete FERPA Training Tutorial (if accessing student records is part of job) www.sandiego.edu/registrar/ferpa
- ☐ Clarify any performance or policy questions you may have

Within the First Month

- ☐ Attend the New Employee Orientation
- ☐ Attend the Safety Orientation
- ☐ Attend the Benefits Orientation and submit all benefits forms
- ☐ Schedule trainings needed according to the New Employee Learning Path (distributed at the New Employee Orientation)
- ☐ Complete this "New Employee Checklist" and return it to the Department of Human Resources within one month of your hiring date.

As a new employee of the University of San Diego I certify that I have attended the New Employee, Benefits and Safety orientation sessions during my first month of employment. As indicated by my initials, I certify that I received the policies and procedures and informational materials listed below. I understand that policies and procedures are subject to periodic change, modification and amendment by the University without advance notice. I acknowledge that the policies and procedures are not a binding contract. I further understand that if I have any questions regarding any of these materials I can ask my supervisor and/or contact the Department of Human Resources for guidance and clarification. I am responsible for becoming familiar with abiding by the University of San Diego Policies and Procedures (<http://www.sandiego.edu/legal/upolicies.php>).

Initials

____ Discrimination/Harassment Policy
____ Tobacco Policy
____ Alcohol & Drug Abuse Policy
____ FERPA Tutorial (if applicable)
____ FMLA
____ Tuition Remission Policy
____ Worker's Compensation Pamphlet
____ SDI, Paid Family Leave
____ Medical/Dental/Vision Insurance
____ Insurance Waiver
____ Vacation/Sick Leave
____ Retirement Policy

Initials

____ Kronos/Time Cards (if applicable)
____ Sick time/call in/office procedures
____ Payroll Calendar
____ Holiday Calendar
____ Employee Assistance Program
____ Campus Cards (Employee ID)
____ Available Employee Discounts
____ Employee access to USD Facilities
____ Parking Services/Regulations (Permit)
____ Code of Ethics
____ Performance Evaluation Process

Employee Name (print)

Employee signature

Date

Welcome to the USD family!

I hereby acknowledge that I have discussed the above with my employee

Supervisor's Name (print)

Supervisor's signature

Date

Please return this completed form to the Department of Human Resources, Maher Hall Room 101