New Employee Checklist

Employee Information

Full Name: _____ Hire Date: _____

Job Class/Level/Step:_____ Position Number: _____

Work Schedule: (e.g. M-F, 7:30-5:00)_____ (schedule attached) _____yes _____no
(See Academic and Fiscal Year Planners at http://www.pcc.edu/hr/compensation/)

3 Month Interim Review Date:_____ 9 Month End of Probation Review Date:_____

Forms	**N/A**	**Completed/Date**
Work Authorization for Pay: JAF-M (benefited employees), JAF-B (casual), Instructor Pay Authorization (PT Faculty)		☐_____
I-9 (must be completed within 3 days of hire date for all employees) http://www.pcc.edu/hr/employment/i9.html		☐_____
W-4 (if not completed, defaults to single/no exemptions) http://www.irs.ustreas.gov/pub/irs-pdf/fw4.pdf		☐_____
Employee Information Form (EIF) http://www.pcc.edu/hr/employment/documents/employee-information.doc		☐_____
Timesheets http://intranet.pcc.edu/finance/payroll/timesheets.htm		☐_____
Parking Permit Request Available at campus Business Office	☐	☐_____
PCC Employment Application Form https://jobs.pcc.edu	☐	☐_____
Official College Transcripts Received (Required) http://www.pcc.edu/hr/employment/transcripts.html	☐	☐_____
Instructor Approval Form http://www.pcc.edu/hr/employment/documents/instructor-approval-form.doc		☐_____
Faculty/Academic Professional Initial Salary Placement Form http://www.pcc.edu/hr/employment/documents/salary-placement-form.doc	☐	☐_____

General Training Available	**N/A**	**Scheduled/Completed**
Benefit Orientation http://www.pcc.edu/hr/benefits/orientation.html	☐	☐_____

	N/A	Scheduled/Completed
New Employee Information http://www.pcc.edu/hr/employment/		☐_____
Outlook (E-mail) http://intranet.pcc.edu/train	☐	☐_____
Voice Mail http://intranet.pcc.edu/train	☐	☐_____
Banner http://intranet.pcc.edu/train	☐	☐_____
Safety Orientation http://intranet.pcc.edu/finance/safety/Training/empl%20safety%20orientation%20trng.pdf		☐_____

Items That May Need To Be Ordered	N/A	Issued/Received
How to Request a Copier ID http://www.pcc.edu/resources/print-center/copier-id.html	☐	☐_____
PCC Identification Card Currently not available – Coming soon!	☐	☐_____
Key(s): _____Building _____Office _____ Desk _____File Cabinet _____ http://intranet.pcc.edu/pcc/forms.htm	☐	☐_____
Business Cards http://intranet.pcc.edu/pcc/forms.htm	☐	☐_____
Subscribe to college email lists http://intranet.pcc.edu/maillists/	☐	☐_____
Other: _____	☐	☐_____

Access Codes & Passwords	N/A	Issued/Received
LAN (Local Area Network) Password http://intranet.pcc.edu/pcc/forms.htm	☐	☐_____
Voice Mail Password http://intranet.pcc.edu/train	☐	☐_____
Banner Training http://intranet.pcc.edu/banner/signup/	☐	☐_____
Department Specific Access/Security Codes (e.g. building, computer, safe, etc.)	☐	☐_____

General Policies & Procedures   **N/A**   **Issued/Received**

Position Description (See Article 5 of Faculty/AP contract also)
http://www.pcc.edu/hr/employment/job-classifications/
☐   ☐_____

Employee Goals/Performance Objectives (for Assessment)
http://www.pcc.edu/hr/employment/
☐_____

College Policy Checklist (Required for all new employees)
http://www.pcc.edu/hr/employment/documents/policy-orientation.pdf
☐_____

Standards for Professional Behavior
http://www.pcc.edu/hr/contracts/behavior.html
☐_____