

Items to complete before the new employee begins

Employee Name:	Start Date:
Position:	Manager:

- Provide offer letter from OHR under the signature of the Supervisor or HR Contact.
- Provide a welcome letter from Manager.
- Remind employee to complete online HR paperwork and bring the completed paperwork the first day. Refer them to the HR website.
- Make new employee aware of parking registration process and that their vehicle registration will be needed to obtain a parking permit. Alternatively, make the employee aware of transportation access and how to obtain MARTA passes. Employee will be issued a free parking permit for seven (7) days by OHR. The box office at the Student Center has transportation information or the employee can call 404-894-9600.
- Advise the new employee of the timing of payroll.
- Advise employee of needed documents for the I-9 form.
- Advise employee to bring a voided check or information from their financial institution for direct deposit.
- Obtain GT ID# and prepare the ePSF for new employee.
- Make an online appointment for the employee at OHR to do new hire paperwork and new hire orientation.
- Assign a Campus Services Ambassador (CSA) to take new employee to OHR and to ask the new employee to join him/her for lunch on the first day.

- Start a personnel file.
- Prepare work space and supplies. If necessary, clear area and set up. Order supplies.
- Order business cards if necessary. Confirm the preferred name on the business card with the employee.
- Prepare work manual and relevant materials, such as organizational charts, building maps, etc.
- E-mail address is instituted and available to new employee and to staff by contacting **support@aux.gatech.edu**.
- Sign employee up for training immediately needed. For example, some financial or human resources training can be set up online prior to the employee's arrival. The form is available on TechWorks.
- Provide a department contact list, if available.
- Order uniforms, if needed.

HR Contact Signature: _____ Date: _____