



## NEW EMPLOYEE CHECKLIST

Name \_\_\_\_\_ ID# \_\_\_\_\_

Position \_\_\_\_\_

Date of Hire \_\_\_\_\_ First Day on the Job \_\_\_\_\_

### Check when completed:

- Obtain employee ID from Campus Safety
- Sexual harassment online training course/mastery test on portal – must be done asap!
- Acquire appropriate keys from your supervisor
- Tour of department and/or other departments you may be working closely with
- Register vehicle through Portal (if on main campus)
- Outlook and Sharepoint training through ITS (Alice Henderson)
- Telephone training through Switchboard (Pam Maynard)
- P-Counter account set up with Printing & Mailing (Marilyn Elliott)
- Training with Accounting, Printing & Mailing or other departments as needed for your position.
- Confirm 90-day employment review date with supervisor
- Sign up for benefits through HR Benefits (Suzanne Sanders) – if applicable
- MVNU credit card through Accounting (Theresa Shanyfelt) – if applicable
- Cell phone reimbursement through Accounting (Theresa Shanyfelt) – if applicable