

New Hire Check List

Name: _____ Start Date: _____

Oracle Org/Department: _____ Supervisor: _____

Once the employee has accepted the position and a start date has been agreed upon.

- ☐ Process employee hire form. (temporary & research staff only)
- ☐ Process Recruitment Disposition Form. (Regular Full Time (FT) & Part Time (PT) Positions)
- ☐ Ensure Regular FT, PT & Research employee attends the University new hire orientation.
- ☐ Ensure the employee attends Ross Hall safety training session. Call 994-3282 to Schedule.
- ☐ Contact systems administrators to setup system access
 1. Oracle -complete Oracle access paperwork found on Oracle web site
<http://eas.gwu.edu/home/forms/security/security.cfm>
(must be approved by Entity Fiscal Manager and VPHA)
 2. Banner Access, if applicable (must be pre-approved by VPHA)
 3. Medical Center Help Desk X4-9400 to set up network sign-on and email
 4. _____
- ☐ Send email to issorder@gwu.edu to set up name for telephone line and setup the employee's long distance code (if applicable).

Employee telephone line extension: _____

Telephone equipment serial # _____
- ☐ Equipment given to employee (i.e. cell phones, laptops, pagers etc.). Record serial number & GWU property tag number, if applicable.

Department Head Signature

Return completed form to VPHA Ross Hall #714