OSU Extension Service
Unclassified Employee Orientation Checklist

Discussion Area	Description
☐1. Organization	Give overview of administrative unit, office, department or college, in relation to overall university organization, including role of advisory committees. Provide organizational chart.
☐2. Position	Review position description, explain duties and responsibilities. Explain line of administrative authority and to what extent this position oversees or supervises others, if applicable.
☐3. Appointment	Explain FTE changes process and, if applicable, the appointment renewal process. Direct faculty to the OSU Faculty Handbook which contains information on what is needed for advancement: http://oregonstate.edu/admin/aa/faculty-handbook-contents
☐4. Payroll & Salary Administration	Inform that pay day is the last working day of month; Explain that direct deposit is the default, with any changes being made through Employee Online Services (see item 17). Explain appropriate pay period (16th-15th for hourly or 1st -31st for salaried); Direct employee to myOSU (see item 18) for accessing the time and attendance system, EmpCenter; and to the MyTime website for the appropriate trainings: http://mytime.oregonstate.edu/empcenter-training/ Explain salary increase process and inform that new unclassified employees are not eligible for salary increases during first year of employment. Direct employee to contact the appropriate Business Center Human Resources Unit with any questions or for additional information.
☐5. Benefits	Direct employee to the current benefits package for unclassified employees and verify that employee received an OSU Welcome email from the business center explaining benefits eligibility. http://oregonstate.edu/admin/hr/benefits/plans If employee is currently a member of the PERS and/or OPSRP/IAP program, have the employee contact Employee Benefits at 541-737-8254.

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5. Benefits (Continue)	Benefits help sessions are available: http://oregonstate.edu/admin/hr/orient/newemplres Direct employee to the Oregon University System Affordable Care Act information website: http://www.ous.edu/dept/hr/benefits/affordable-care-act
☐6. Office Policies & Procedures	As appropriate, explain use of telephone system (long distance access codes), cell phones and appropriate use, equipment checkout procedures, name tags, keys, employee bulletin boards, federal/shuttle mail, copiers, recycling procedures, letterhead and correspondence formats, ordering supplies, use of state vehicles, use of personal vehicles while conducting OSU business, first aid, parking, smoking areas, use of computers, office closure due to weather conditions, etc. Acceptable Use Policy for Computers: http://fa.oregonstate.edu/gen-manual/acceptable-use-university-computing-resources Fiscal Irregularity Reporting: http://www.ous.edu/dept/intaudit/fc Inclement Weather Procedures: http://oregonstate.edu/admin/hr/sites/default/files/documents/general/incl_weather_memo.pdf Vehicle Use: http://risk.oregonstate.edu/vehicle
☐7. Travel	Explain travel procedures for the office, including travel reimbursements, airline reservations, and out-of-state authorization. http://oregonstate.edu/fa/manuals/fis/411
☐8. Leave	Review vacation, sick leave, and holidays. Instruct employee about obtaining prior approval of supervisor for all, except emergency, absences from work. Explain procedure for call-in when absent. Review time reporting procedures using the OSU time and attendance system, EmpCenter (Workforce). Provide employee with link to the OSU Leave Administration policy. http://oregonstate.edu/admin/hr/sites/default/files/documents/general/leave_admin_pol.pdf

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Discussion Area	Description
	https://osu.workforcehosting.com/workforce/Logon.do (EmpCenter)
☐9. Mandatory Reporting	Inform employee that OSU employees are mandatory reporters of child abuse. Refer employee to the OSU Human Resource website: http://oregonstate.edu/admin/hr/policy/child-abuse
☐10. Safety & Security	Review applicable sections of the Safety Procedures Handbook and Safety Rules. Review fire, emergency, and security procedures and complete the "Acknowledgement of Safety Rules, Emergency Procedures, and Hazard Communication" form. Reinforce the importance of letting the supervisor know as soon as possible of an employee's on-the-job injury. Complete the "Safety Training Identification Worksheet" form with the employee. Return both of these forms to EH&S. Copies of the forms, Safety Procedures Handbook, and Safety Rules are on the EH&S website: http://oregonstate.edu/ehs/services Extension Safety website: http://extension.oregonstate.edu/employees/county-resources/safety-and-risk-management Advise employee to visit the OSU Risk Management website to learn about risk services such as insurance, vehicle use, claims procedures, etc. http://risk.oregonstate.edu/
☐11. Civil Rights	Explain our commitment to providing equal program participation opportunities. Direct the employee to review the Civil Rights On-Line Training module and take the Civil Rights tests: https://my.oregonstate.edu/ Employee access the training using ONID information. Visit the Extension's Civil Rights website: http://extension.oregonstate.edu/employees/supervisor-resources/civil-rights-info

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Discussion Area	Description
☐12. Performance	Explain the Extension performance evaluation system. http://extension.oregonstate.edu/employees/employee-resources/evaluation/performance
☐13. Teaching Evaluations	Explain the Extension teaching evaluations requirement. http://extension.oregonstate.edu/employees/employee-resources/evaluation/teaching
☐14. SOARS	Inform employee of the OSU Extension Service reporting system requirements. http://extension.oregonstate.edu/employees/employee-resources/soars
☐15. Ask an Expert	Inform employee of Ask-an-Expert responsibilities and provide information for signing up through eXtension. http://extension.oregonstate.edu/employees/training-technology/oregon-ask-an-expert
☐16. Outside Professional Activities	Direct employee to review the Extension's Outside Professional Activities Guidelines and determine if Professional Outside Activities Form and/or Conflict of Interest Form needs to be completed. http://extension.oregonstate.edu/sites/default/files/for-employees/supervisor-resources/policies-procedures/2014-extesnion-guidelines-outside-activities.pdf
☐17. Employee Online Services	Advise employee to access OSU Online Services http://infosu.oregonstate.edu/login after first payday to verify or update current address, telephone number, web directory profile, and email address. Also accessible from myOSU Portal (see item 18).
☐18. myOSU	Direct employee to the myOSU Portal https://myosu.oregonstate.edu. This is a portal application designed to bring information about OSU resources and services to a central location.

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☐19. Training   Verify that employee received an OSU Extension Service welcome email from Extension Administration that provides training information. Confirm the following trainings were completed:

Professional Development Webinar Recordings
http://extension.oregonstate.edu/employees/training-technology/professional-development

☐ Ask an Expert
☐ Communicating Impact
☐ Diversity Awareness
☐ Extension Teaching Evaluations (CET's)
☐ Mentoring
☐ Periodic Review of Faculty (PROF) Process
☐ SOARS

Mandatory Report Open Forum Video Recording
http://hr.oregonstate.edu/policy/child-abuse

☐ Mandatory Reporting

Learning Management System (Blackboard)
https://my.oregonstate.edu/

☐ Civil Rights
☐ New Employee Orientation

Other
☐ Sexual Harassment Prevention

Employee: _____   University ID#:_____

Employee's Signature_____   Date_____

Supervisor's Signature _____   Date _____

The employee's signature confirms that he/she has reviewed the material above. Return the signed Checklist to Extension Administration for placement in employee's personnel file.

Last Revised: September 2014