



## NEW EMPLOYEE CHECKLIST

To assist in a smooth transition to the University of San Diego, read through the items on this checklist and ask your supervisor for assistance with anything about which you may be unsure.

### ***Before Your First Day***

- Return a signed letter of appointment (administrators only) to your department prior to your start date
- Determine if your employment authorization documents are current and complete (see I-9 form)
- Review all documentation sent with letter confirming employment to bring in necessary documents
- Be prepared to arrange payment for parking permit (\$255/year or prorated depending on start date) in the form of cash, check, credit card or payroll deduction

### ***First Day: Bring your walking shoes ☺***

- Visit Human Resources in Maher Hall 101 to:
  - Show employment authorization documents to verify employment eligibility
  - Submit other new hire forms and direct deposit form
- Meet with your supervisor and/or department designee/mentor/"buddy"
- Confirm your work schedule with your supervisor
- Confirm that you have received all necessary keys for your workspace
- Discuss "New Employee Checklist" & department guidelines with supervisor, including:
  - Dress code
  - Vacation time and Sick time/call in/office procedures
  - Time card (if applicable)

### ***Second Day***

- Visit Campus Card Services in UC-127 to:
  - Get an ID card
  - Purchase a parking permit
- Register an e-mail address by going to: <http://mail.sandiego.edu> > USD Webmail > Open an Account

### ***First Week***

- Make sure you are completing time card appropriately and find out submission date/procedure (hourly employees)
- Learn how to use departmental database systems (if applicable)
- Complete FERPA Training Tutorial (if accessing student records is part of job)
- Clarify any performance or policy questions you may have

### ***Within the First Month***

- Attend the New Employee Orientation
- Attend Safety Orientation
- Attend Benefits Orientation and submit all benefits forms