



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-125 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)
- 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
- Complete FE RPA Training Tutorial (if accessing student records is part of job)