



# New ICAA Benefit Eligible Employee Checklist (Department)

Rev. 08/15/2023

Please use the following form to document your new ICAA benefit eligible employee's onboarding in your department. Not all items may be applicable to every employee (write "N/A").

**Employee Name:** \_\_\_\_\_ **myWSU ID:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

BEFORE EMPLOYEE STARTS	
ACTION	DATE COMPLETED
Notify department employees of your new hire and their start date.	
Prepare needed office supplies which could conclude: <ul style="list-style-type: none"> <li>• computer (laptop, keyboard, mouse, mousepad, monitors, docking station)</li> <li>• access to software (Adobe, Visio, department specific programs)</li> <li>• access to share drives (department or team)</li> <li>• Pen, pencil, paper, stapler, paperclips, etc.</li> <li>• Welcome note, gift/goodies</li> <li>• Keys or key fob for their office or department shared spaces</li> </ul>	
Ensure workstation is clean and stocked with the supplies you gathered.	
Order business cards, name plate/tag (for office), and/or uniforms. You can ask them ahead of their start date to verify (if has the name on it) what they would like to be called.	
Identify a phone number the employee will be using. If you do not have an available line in your office, submit a ticket to telecom to request a new line. If you have an available line, then submit a ticket (in <a href="#">team dynamix</a> ) to telecom to reset that line so the desk phone header and voicemail password are reset and ready for the new employee on their first day.	
Prepare a training schedule for employees (recommend at least their first 2 weeks). See below under 1 <sup>st</sup> week for examples of things you could/should plan for. In addition to the topics below, you will also want to plan for: <ul style="list-style-type: none"> <li>• Time on the first day to go to the RSC to get their Shocker ID. They will need to bring a government issued ID with them for verification.</li> <li>• Time to get their computer set up with someone from IT (you will need to ask if someone from IT can come over to help)</li> <li>• Time to complete ICAA NEO modules (estimated allow for 2-3 hours)</li> <li>• How they will be trained on their position, including department expectations, policies/procedures, and culture.</li> <li>• Schedule times for the new employee to sit with each department and discuss how they will interact/work together with this department, if applicable</li> </ul>	
Reach out to the new employee to discuss their schedule for their first day. Recommended topics: <ul style="list-style-type: none"> <li>• Explain parking availability (if new to the building)</li> <li>• Explain where (the specific location) they will report for their first day.</li> <li>• Identify what time and who they will meet to start their first day</li> </ul>	

<b>NEW EMPLOYEE ORIENTATION</b>	
<b>ACTION</b>	<b>DATE COMPLETED</b>
Ensure new ICAA benefit-eligible employee completes the <a href="#">online NEO modules</a> <b>in first three days</b> of employment.	

<b>NEW EMPLOYEE – TOPICS TO REVIEW DURING THE EMPLOYEES FIRST WEEK</b>	
<b>ACTION</b>	<b>DATE COMPLETED</b>
Introduce employee to internal/external staff or teams they will be working closely with.	
Tour department and workspace/office, including restrooms and break areas and any expectations around use of those (ex: places they can store their food/lunches, expectations are food storage, community utensils, family friendly or single stall restrooms, wellness rooms and what they are used for).	
Explain breaktime rules, including when their lunchtime is, what to do if they need breaks outside of lunch, and cover the tobacco-free campus policy.	
Review job description, job responsibilities/expectations, and org chart. You may also want to print this out ahead of time for them.	
Review telephone, long distance pin number, fax, e-mail, calendar use	
Review department guidelines, policies/procedures and culture of the department. Ensure they are aware of any particulars that apply specifically to your area.	
Explain timekeeping/leave reporting procedures. When they need to fill out it out, how, and share the payroll calendar.	
Explain attendance guidelines, call-in procedures and requests for time off for your department. You should explain your expectations around this.	
Explain their work schedule and office hours. Explain expectations around this.	
Explain mail (physical) – do they have a mailbox or how would they receive incoming mail. How do they send outgoing mail. How to use campus box mailing.	
Explain building access and keys. You will want to provide them with keys and set up time to meet with the Director of Facilities Operations in Athletics with their Shocker Card (myWSU ID) so proper access to the facilities can be set up.	
Explain what their role/position's role is in opening or closing procedures for the office or building. If they don't have a role, let them know what the normal process is.	
Explain how they would get office supplies and office equipment if they need more or different that what has already been provided.	
Explain building safety and emergency preparedness (tornado, fire, active shooter), so they are aware of what to do in those situations.	
Explain dress code. Identify if there is a standard on most days and/or if that varies based on day/event/etc.	
Explain use of (or how to save) items on computers, networks, etc. (ex. Use of personal drive vs shared office drive vs team shared drive)	
Encourage them to record greeting/voicemail on their office phone	
Provide them with the department suggested email signature (if your department has one)	
Explain Outlook calendar procedures. How does you or your department expect the use of the outlook calendars and scheduling on the calendars.	
Discuss University and dept. missions and how they connect together.	
Ensure employee will review WSU policies and procedures & ICAA Policies and Procedures located in ICAA Shared Drive. (WSU policies: <a href="https://www.wichita.edu/about/policy/">https://www.wichita.edu/about/policy/</a> )	

Share a <a href="#">campus map</a> and show locations relevant to their job or locations that provide services (RSC, <a href="#">Campus Dining</a> , University Police Dept., etc.)	
Explain annual review process and your expectations of them in this process.	
Schedule a goal planning session for annual review process (if your department does this)	
Ensure new employee has completed required trainings: <ul style="list-style-type: none"> <li>• FERPA, IT Security Awareness, Annual Conflict Interest Form, Drug Free Workplace, Campus Security Authority</li> </ul>	
Discuss with the employee to enroll in other relevant university or ICAA trainings they will need for their position such as (found on faculty/staff tab under myTraining): <ul style="list-style-type: none"> <li>• Banner, Self-service &amp; Reporting Services Finances (Registrar), Visa Business Procurement Card Training (Financial Operations), ePAF for Approvers and Originators, etc.</li> </ul>	

<b>NEW EMPLOYEE – WITHIN THE FIRST MONTH</b>	
<b>ACTION</b>	<b>DATE COMPLETED</b>
Ensure new employee has completed the required Preventing Harassment and Discrimination online training.	
Verify that employee has set up Duo Security.	
Meet with the employee regularly (weekly/bi-weekly) to ensure they are getting what they need to be successful in their training. Some suggested topics to talk about: <ul style="list-style-type: none"> <li>• How is training going?</li> <li>• Do you feel you have what you need to be successful in your role?</li> <li>• Do you have questions about your role?</li> <li>• Do you need anything from me?</li> </ul>	
Review this checklist with the employee to ensure all topics are covered. Leader signs and employee signs then send to HR (campus box 15 or <a href="mailto:hr.servicecenter@wichita.edu">hr.servicecenter@wichita.edu</a> ) for this to be placed in the employee file.	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Leader Signature

\_\_\_\_\_  
Date