Onboarding Checklist – New Employee

Congratulations on beginning your job at WOU! We are excited for you to join our campus community. Below is a list of items that need to be completed prior to and during your first month of employment at WOU.

### Prior to your First Day

- Sign your offer letter (return to HR). (If applicable.)
- Ensure employee understands the IRS tax liability of travel/relocation reimbursement, if applicable.
- If your position requires a degree, request Official Transcripts be sent to WOU confirming your highest degree awarded.
- Complete a New Hire Packet with Human Resources (please select the packet that applies to you):
  - Classified
  - Unclassified
  - Faculty
  - Temporary Support Staff
  - Hourly
  - Stipend
  - Graduate Assistant
- Contact your supervisor regarding expectations (i.e. schedule, dress code, etc.).
- Peruse the Campus Map.
- View information about parking on or near campus.

### On Your First Day

- Create password for email using Account Lookup, Set-up DUO (two-factor authentication).
- Organize your work space and work with supervisor to obtain access to Banner/Drives.
- Verify with supervisor office procedures including how to request time off, fill out leave reporting.
- Set up your voicemail.
- Set up your e-mail signature.
- Update your employee profile with a picture.
- Visit Key Shop to obtain office/building keys / Order Name Plate.
- Order Business Cards.
- Obtain access to co-worker’s calendars.
- If you haven’t already, visit the 3rd Floor of Human Resources to get your picture taken for your ID card.

(Continued on reverse).
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<th>During Your First Month</th>
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<tbody>
<tr>
<td>• Enroll for benefits (if eligible).</td>
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<td>• View University Organizational chart.</td>
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<td>• Complete Online trainings (i.e. Preventing Workplace Violence, Shots Fired, Hazard Communication).</td>
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<td>• Understand your role as a Mandatory Reporter; and</td>
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<tr>
<td>• Sign-up to attend New Employee Orientation (NEO) and get your 50% off Bookstore Coupon.</td>
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