

NEW EMPLOYEE TRAINING CHECKLIST

NAME _____ STARTING DATE _____
 JOB TITLE _____ SUPERVISOR _____

NEW EMPLOYEE PROCESSING

- _____ Employee completes Onboarding Steps in Workday including payroll, benefits and retirement information
- _____ Employee completes required training courses in TrainTraq
- _____ Organization of department, areas of responsibility (who does what), organization chart
- _____ Unit/department/section functions, mission statement, goals and objectives
- _____ Introduce in office/unit/building – send welcome email to department, office tours
- _____ Office culture, reward systems, annual/monthly events, newsletters

PAYROLL AND TIME REPORTS

- _____ Previous state employment verification and explanation of longevity pay
- _____ Paychecks – distribution and direct deposit, pay dates
- _____ Rate of pay
- _____ Timesheets done in Workday if applicable – how to access, how to complete, due dates
- _____ Time off requests done in Workday – how to access, entries for sick leave, annual leave, jury duty, etc.
- _____ Request for leave procedures
- _____ AgriLife holidays

INFORMATION SYSTEMS

- _____ Department network and email account/passwords proper protocol
- _____ Department Web page and AgriLife web pages
- _____ AgriLife Policy/Rules and Procedure web pages, System Policies & Regulations
- _____ SSO, Laserfiche, FAMIS, Other

HOURS OF WORK

- _____ Define work week – attendance and punctuality expectations
- _____ Starting and quitting time
- _____ Breaks and lunch
- _____ Overtime/compensatory time/flex hours
- _____ Calling supervisor if unable to work scheduled time or if late arrival

JOB PERFORMANCE

- _____ Duties and responsibilities – listed on position restrictions in Workday
- _____ Performance review – expectations, standards, frequency
- _____ Training, professional development, travel opportunities, committee opportunities

OFFICE ENVIRONMENT/EQUIPMENT

- _____ Keys and office security procedures
- _____ Telephone service procedures (what to say when answering, when someone is out of the office, directories, frequently called numbers, personal and long-distance calls, transferring calls, placing calls on hold, etc.)
- _____ Mail service procedures, location of incoming and outgoing mail
- _____ Fire alarm, fire drill, evacuation plans, fire escape procedures
- _____ Supplies, business cards, nametags, nameplates
- _____ Office equipment (copier operation, FAX machine operation, shredding)
- _____ Coffee room/dues, kitchen facilities, soda/snack machines, bulletin boards location/use
- _____ Restrooms, water fountain, elevators, stairs, smoking area
- _____ Parking locations/rules

RIGHTS AND RESPONSIBILITIES

- _____ Conduct/appearance/dress code expectations
- _____ Housekeeping; sanitation
- _____ Bringing visitors to the office/worksite
- _____ Care of equipment, personal use
- _____ Confidential information and shredding
- _____ Changes in name, address, etc.
- _____ Where to get information and help
- _____ Travel and leave forms
- _____ Business card and charge card when appropriate

Other items: _____