



## Onboarding Checklist for Managers, Employees & Temporary Workers

### MANAGERS:

#### **Prior to Start Date:**

- Submit a request through *ServeCU* in order to get laptop/desktop/tablet ready.
- Submit a request through *ServeCU* for new employee to gain access to department folders (e.g. J drive). If applicable, indicate in the request that you would like the new employee to have the same access as the outgoing employee.
- Order keys by submitting a "Maintenance Work Request" which is found in CedarInfo under "Campus Services".
- For copier access, email [www.printservices.edu](mailto:www.printservices.edu) and provide employee name, ID#, office location (office # if applicable) and departmental account number(s) for which they should have access.

#### **First Day:**

- If your employee is full-time, request that the employee complete the UHR pre-boarding forms prior to his/her scheduled UHR orientation appointment.
- If your employee is non-exempt (hourly), please review how to enter hours worked in the CedarInfo portal.
- New employees and temporaries must complete section one of their I-9 no later than day one of employment and provide required identification within three business days of the date of hire or they may not continue working.

### EMPLOYEES:

- All new hire paperwork must be complete/on file with University Human Resources (usually completed during new hire orientation).
- Your login credentials are the same as when you applied for your position. Please call Information Technology at 937-766-7905 if you have any issues with your account.
- To order a parking permit, access Cedarinfo/Campus Services/Parking Permit.
- To obtain a Fac/Staff ID card, visit the Campus Safety office in the Steven's Student Center (SSC).
- If you are a non-exempt (hourly) employee, please review time card entry instructions and expectations with your supervisor.
- Sign up for emergency notifications at Cedarinfo/Security and Privacy/Sign up for emergency notifications.
- If you anticipate any reimbursements and would prefer a direct deposit to your bank account, sign up on the Accounting and Finance Department's website under "banking instructions".

### TEMPORARY WORKERS:

- All temporary paperwork must be complete/on file with University Human Resources (usually completed during temporary orientation).
- Contact our Information Technology Office, 937-766-7905, to obtain your user name (email address) and temporary password.
- To order a temporary parking permit, access Cedarinfo/Campus Services/Parking Permit.
- To obtain a temporary ID card, visit the Campus Safety office in the Steven's Student Center (SSC).
- Please review time card entry instructions and expectations with your supervisor.

*Please contact University Human Resources at 937-766-7885 if you have questions.*