

## COE Dean's Office New Hire Checklist

EMPLOYEE NAME: \_\_\_\_\_ Last 4 digits of VT ID# \_\_\_\_\_

### Prior to Start Date

#### **ALL Employees:**

- Proceed to HR Onboarding website and go to Pre-Boarding link
- I9 Completed via the Financial Analyst (Mary Williams)
- Notify IT team of new employee expected start date (provide PID, first and last name, access needed) at <https://support.eng.vt.edu> (COE Helpdesk). A 2-week advance notice is needed to set up computer accesses and workstation. (Only if access to our computers is required)

#### **Salaried and Regular Wage Employees:**

- All hiring processes are performed in PageUp via the Dean's Office, Business Manager (Lee Bishop).
- Onboarding checklist links will be sent to Supervisor to complete when an offer has been completed.
- Employee should go here for their own onboarding information:  
<https://www.hr.vt.edu/onboarding/employee.html>

#### **Student Wage Employees:**

- [Dean's Office New Wage Hire Request Form \(P12W\)](#) is completed by supervisor and uploaded to [COE HR/Finance Dropbox](#) along with job description for review and processing by Finance Team.
- Financial Analyst (Mary Williams) will contact employee with additional onboarding tasks and inform department when employee has been approved to start work.

#### **Emergency Hire Employees:**

- [Dean's Office New Wage Hire Request Form \(P12W\)](#) is completed by supervisor and uploaded to [COE HR/Finance Dropbox](#) along with job description for review and processing by Finance Team.
- Offer Letter given to prospective employee for acceptance and signature after approved.
- Financial Analyst (Mary Williams) will contact employee with additional onboarding tasks and inform department when employee has been approved to start work.

#### **GTA, GRA, GA employees only:**

- Complete [Graduate Assistantship Request Form](#) on college website.
- Financial Analyst (Mary Williams) completes Assistantship contract and obtains electronic signatures. A copy is provided to Supervisor once complete.
- Financial Analyst (Mary Williams) enters position and tuition award in Banner
- Order GA nameplate, if needed, from Jeanette Biczel.

**Start Date (all employees) as applicable:**

- Discuss the fragrance free workplace due to other employee's sensitivity to perfumes, colognes
- PII and Computer Security briefing from IT (Ryan Spoon/Jeff Lewis)
- Request that Employee be added to Deanery share file by Jeanette Biczel
- Show employee how to access the Deanery share file and review the Emergency Action Plan and evacuation and shelter in place meeting places for the area they will be working in. If there is a printed book in your area, show employee where it is located.
- Complete Title IX mandatory training within 90 days of your start date. The link for information on this mandatory training is here: <https://oea.vt.edu/title-ix-vawa.html>
- Provide information to update COE website via the Digital Communications Marketing Manager (Peter Means).
- Request Phone and Wireless access permissions via Jeanette Biczel
- Add person's name and email address in copier for scanning purposes via Jeanette Biczel
- Add contact information to COOP directory via Jeanette Biczel including personal cell phone number
- Send email to deanery listserv to introduce new employee. Include their work contact information in email. (Employee's Supervisor)
- Physically introduce employee to the other employees in the dept. and show the employee around the suite, kitchen area, copy room, mailroom along with restrooms, vending machines and multiple exits.
- Wage employees only:** Discuss allowed breaks and the need to take a meal break after 6 consecutive hours of work and requirement to clock out for breaks (employee's supervisor).
- Review refrigerator etiquette. (Initial and date personal items in refrigerator)
- Reset Phone Password and Caller ID via Jeanette Biczel
- Issue Office Keys via Jeanette Biczel or Academic Affairs Office Manager (Tracy Sebring).
- Authorization to use Hokie Passport for entrance to Torgersen Hall and Dean's office suite in Torgersen via Jeanette Biczel
- Update work address and bio information in Banner via the Business Manager (Lee)
- Update directory information in Banner via the Business Manager (Lee)

**Salaried or Regular Wage Employees as applicable:**

- Employee should go to new employee website and review: <https://www.hr.vt.edu/onboarding/employee.html>
- Supervisor should go to Onboarding website and follow steps listed <https://www.hr.vt.edu/onboarding/manager.html>
- Order nameplate for office via Jeanette Biczel

Order a mailbox label via the Jeanette Biczal or Academic Affairs Office Manager (Tracy Sebring).

Training on how to enter Leave via Business Manager (Lee Bishop)

Give completed forms to Business Manager (Lee Bishop) for employee file upon completion.

**COMPLETED BY** \_\_\_\_\_  
(Print Name)

**SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_