

Hello! You will have a new employee beginning employment very soon. In preparation of an employee beginning with FSU, the checklist below is to provide guidance on items in which you may need to address prior to the start of the employee. If you have any questions regarding this checklist, please contact the Office of Human Resources at x2150.

- ✓ **Issuance of Keys.** If your employee will have a key to enter the building or office, you will need to submit a work order to Physical Plant using the AIM system.
- ✓ If the employee will have a card key, the employee will need to notify the Center for Student Services when they go to get a FSU ID card.
- ✓ **ID Card.** All new employees will receive a FSU ID card. After completion of new hire paperwork, the employee will need to go to TIMME/CSS to get their ID card issued.
- ✓ **System Access.** If the employee will be utilizing systems in addition to Email and Novell/Active Directory you will need to complete the security documents in MYFSU, Workplace Tab in the University Forms channel. This includes; Banner (Student, HR, Finance, Purchasing, etc), Blackboard, Concur, Purchasing, and Web Focus (reporting).
 - **NOTE:** You can request early access which will allow for set up of an account prior to the employee's first day of employment. You will need to complete the "Pre-Employment New Hire Information" form and submit to HR. Your next step will be to place a work order with TAC to notify them that an early access form has been completed and inform them of system set up for your department.
- ✓ **Phone access.** Make sure the employee's extension is reset for the new employee. You can contact Telecom for additional information.

Additional Considerations

- ✓ Is the work station/office ready for a new employee? Prepare the work station/office area for the employee. Order office supplies for new employee (ie. Business cards, Name Tag, desk supplies, and portable electronic devices if applicable)
- ✓ Be prepared to discuss expectations and the job description with employee during their first week of employment.
- ✓ Introduce the employee to colleagues that the employee will be working with.
- ✓ Consider taking the employee to lunch with other colleagues as a get to know each other opportunity.

