

UW Bothell
Office of Administrative Services
Checklist for New Classified and Professional Staff

At Job Offer

- Confirm start date and prepare employee with information for the first day
 - Work schedule
 - Documentation to bring (for I-9 form)
 - Paydays
 - Probation period (if applicable)
 - Benefits <http://www.uwb.edu/hr/benefits.xhtml>
 - Annual/Sick leave
 - Salary increase
 - Parking/UPASS options <http://www.uwb.edu/admin/transportation/parking.xhtml>
- Send job offer letter *HR*

Before the First Day

- Arrange for office/desk space and equipment *Supervisor*
 - Clean and prepare office/workstation and stock with supplies: pens, notepad, stapler, staple puller, tape dispenser, paper clips, calendar, stackable files, etc.
 - Door/desk signage *F&A*
 - Order Keys *Security*
- Arrange for computer/communication resources and access *Supervisor*
 - UW NetID: <http://www.washington.edu/computing/>
 - UW B Username & Password: <http://www.uwb.edu/computing/netops/ntrequest.xhtml>
 - Servers/Shared Drives *(sign up at the netops site above)*
 - Email *(sign up at the netops site above)*
 - Listserv's *(sign up at the netops site above)*
 - Voice Mail *F&A*
 - UWATS – Long distance code *F&A*
 - eProcurement Systems (Stores) *F&A*
 - Keynes systems *F&A*
- Prepare an Information Packet *Supervisor*
 - Job description
 - Org Chart(s)
 - Training Opportunities available
 - Staff Directory/telephone list
- Acquire “First Day” forms on <http://www.uwb.edu/finance/payroll.xhtml> *Supervisor*

First Day

- Arrive early and welcome new employee *Supervisor*
 - Treats in a central area (optional)
- Pick up keys *Employee*
- Office/workstation orientation *Supervisor*
 - File cabinets, equipment, etc.
- Issue Uniforms, tools, etc. *Supervisor*
- Introduce employee to coworkers and other pertinent staff *Supervisor*

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|---|--|
| <input type="checkbox"/> Internal Office Tour to include: | <i>Supervisor</i> |
| <input type="checkbox"/> Supplies Storage | <input type="checkbox"/> Printer |
| <input type="checkbox"/> Mailboxes | <input type="checkbox"/> Fax |
| <input type="checkbox"/> Applicable Materials | <input type="checkbox"/> Copier (give access code) |
| <input type="checkbox"/> Shredder | |
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| <input type="checkbox"/> External Office Tour to include: | <i>Supervisor</i> |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Commons Coffee Cart |
| <input type="checkbox"/> Drinking Fountains | <input type="checkbox"/> Cascadia Campus |
| <input type="checkbox"/> Staff Lounge | <input type="checkbox"/> Subway |
| <input type="checkbox"/> University Book Store | <input type="checkbox"/> Library |
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| <input type="checkbox"/> Arrange with Payroll | <i>Payroll</i> |
| <input type="checkbox"/> Submit new employee packet – (I-9, W4, direct deposit form, etc.) | |
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| <input type="checkbox"/> Computer Overview | <i>Supervisor</i> |
| <input type="checkbox"/> Network Servers: Mercury/Admin Directory | |
| <input type="checkbox"/> MS Outlook (email, calendar) | |
| <input type="checkbox"/> Online Resources (http://www.uwb.edu/admin/) | |
| <input type="checkbox"/> MyUW (Employee Self Serve) | |
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| <input type="checkbox"/> Phone Overview | <i>Supervisor</i> |
| <input type="checkbox"/> Phone number | |
| <input type="checkbox"/> Voicemail | |
| <input type="checkbox"/> UWATS Code | |
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| <input type="checkbox"/> Parking Permit/UPASS/Transportation Options | <i>F&A</i> |

First Week

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| <input type="checkbox"/> Computing Services | <i>Employee</i> |
| <input type="checkbox"/> Know the Rules: Computer and Email Use, Ethics Policy | |
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| <input type="checkbox"/> Monthly Time Record | <i>Supervisor</i> |
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| <input type="checkbox"/> Issue UW equipment (laptop, cell phone, pager, etc.) | <i>Supervisor</i> |
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| <input type="checkbox"/> Review Job Description/Explain Expectations | <i>Supervisor</i> |
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| <input type="checkbox"/> Review Office Policy and Procedures | <i>Supervisor</i> |
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| <input type="checkbox"/> Campus Introductions | <i>Supervisor</i> |
| <input type="checkbox"/> Send nball to campus | |
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| <input type="checkbox"/> Emergency Procedures – Safety Orientation | <i>Security</i> |
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| <input type="checkbox"/> Order business cards | <i>Supervisor</i> |
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| <input type="checkbox"/> ProCard (if applicable) | <i>F&A</i> |
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| <input type="checkbox"/> UW Travel Card (if applicable) | <i>F&A</i> |
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| <input type="checkbox"/> Husky Card | <i>F&A</i> |