

**UW Bothell**  
**Office of Administration & Planning**  
**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 (Nameplate) *F&A*
  - Order Keys *Security*
- Arrange for computer/communication resources and access *Supervisor*
  - UW NetID: <http://www.washington.edu/computing/> (*employee sets up*)
  - 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*

**UW Bothell**  
**Office of Administration & Planning**  
**Checklist for New Classified and Professional Staff**

- |   |                   |
|---|-------------------|
| <input type="checkbox"/> Internal Office Tour to include: <ul style="list-style-type: none"> <li><input type="radio"/> Supplies Storage</li> <li><input type="radio"/> Mailboxes</li> <li><input type="radio"/> Applicable Materials</li> <li><input type="radio"/> Shredder</li> <li><input type="radio"/> Printer</li> <li><input type="radio"/> Fax</li> <li><input type="radio"/> Copier (give access code)</li> </ul>  | <i>Supervisor</i> |
| <input type="checkbox"/> External Office Tour to include: <ul style="list-style-type: none"> <li><input type="radio"/> Restrooms</li> <li><input type="radio"/> Drinking Fountains</li> <li><input type="radio"/> Staff Lounge</li> <li><input type="radio"/> University Book Store</li> <li><input type="radio"/> Commons Coffee Cart</li> <li><input type="radio"/> Cascadia Campus</li> <li><input type="radio"/> Subway</li> <li><input type="radio"/> Library</li> </ul> | <i>Supervisor</i> |
| <input type="checkbox"/> Arrange with Payroll <ul style="list-style-type: none"> <li><input type="radio"/> Submit new employee packet – (I-9, W4, direct deposit form, etc.)</li> </ul>   | <i>Payroll</i>    |
| <input type="checkbox"/> Computer Overview <ul style="list-style-type: none"> <li><input type="radio"/> Network Servers: Mercury/Admin Directory</li> <li><input type="radio"/> MS Outlook (email, calendar)</li> <li><input type="radio"/> Online Resources (<a href="http://www.uwb.edu/admin/">http://www.uwb.edu/admin/</a>)</li> <li><input type="radio"/> MyUW (Employee Self Serve)</li> </ul>   | <i>Supervisor</i> |
| <input type="checkbox"/> Phone Overview <ul style="list-style-type: none"> <li><input type="radio"/> Phone number</li> <li><input type="radio"/> Voicemail</li> <li><input type="radio"/> UWATS Code</li> </ul>   | <i>Supervisor</i> |
| <input type="checkbox"/> Parking Permit/UPASS/Transportation Options  | <i>F&amp;A</i>    |

**First Week**

- |   |                   |
|---|-------------------|
| <input type="checkbox"/> Computing Services <ul style="list-style-type: none"> <li><input type="radio"/> Know the Rules: Computer and Email Use, Ethics Policy</li> </ul> | <i>Employee</i>   |
| <input type="checkbox"/> Monthly Time Record  | <i>Supervisor</i> |
| <input type="checkbox"/> Issue UW equipment (laptop, cell phone, pager, etc.)   | <i>Supervisor</i> |
| <input type="checkbox"/> Review Job Description/Explain Expectations  | <i>Supervisor</i> |
| <input type="checkbox"/> Review Office Policy and Procedures  | <i>Supervisor</i> |
| <input type="checkbox"/> Campus Introductions <ul style="list-style-type: none"> <li><input type="radio"/> Send nball to campus</li> </ul>                                | <i>Supervisor</i> |
| <input type="checkbox"/> Emergency Procedures – Safety Orientation  | <i>Security</i>   |
| <input type="checkbox"/> Order business cards   | <i>Supervisor</i> |
| <input type="checkbox"/> ProCard (if applicable)  | <i>F&amp;A</i>    |
| <input type="checkbox"/> UW Travel Card (if applicable)   | <i>F&amp;A</i>    |
| <input type="checkbox"/> Husky Card (Allow 24 hours following payroll entry)  | <i>F&amp;A</i>    |