# New Employee Checklist

## Employee Information

Full Name: _____Hire Date: _____

Job Class/Level/Step:_____Position Number: _____

Work Schedule: (e.g. M-F, 7:30-5:00)_____ (schedule attached) _____yes _____no
(See Academic and Fiscal Year Planners at http://www.pcc.edu/hr/compensation/ )

3 Month Interim Review Date:_____ 9 Month End of Probation Review Date:_____

| **Forms** | **N/A** | **Completed/Date** |
|---|---|---|
| Work Authorization for Pay:<br>JAF-M (benefited employees), JAF-B (casual), Instructor Pay Authorization (PT Faculty) | | ☐_____ |
| I-9 (must be completed within 3 days of hire date for all employees)<br>http://www.pcc.edu/hr/employment/i9.html | | ☐_____ |
| W-4 (if not completed, defaults to single/no exemptions)<br>http://www.irs.ustreas.gov/pub/irs-pdf/fw4.pdf | | ☐_____ |
| Employee Information Form (EIF)<br>http://www.pcc.edu/hr/employment/documents/employee-information.doc | | ☐_____ |
| Timesheets<br>http://intranet.pcc.edu/finance/payroll/timesheets.htm | | ☐_____ |
| Parking Permit Request<br>Available at campus Business Office | ☐ | ☐_____ |
| PCC Employment Application Form<br>https://jobs.pcc.edu | ☐ | ☐_____ |
| Official College Transcripts Received (Required)<br>http://www.pcc.edu/hr/employment/transcripts.html | ☐ | ☐_____ |
| Instructor Approval Form<br>http://www.pcc.edu/hr/employment/documents/instructor-approval-form.doc | | ☐_____ |
| Faculty/Academic Professional Initial Salary Placement Form<br>http://www.pcc.edu/hr/employment/documents/salary-placement-form.doc | ☐ | ☐_____ |

| **General Training Available** | **N/A** | **Scheduled/Completed** |
|---|---|---|
| Benefit Orientation<br>http://www.pcc.edu/hr/benefits/orientation.html | ☐ | ☐_____ |

| | N/A | Scheduled/Completed |
|---|---|---|
| New Employee Information<br>http://www.pcc.edu/hr/employment/ | | ☐_____ |
| Outlook (E-mail)<br>http://intranet.pcc.edu/train | ☐ | ☐_____ |
| Voice Mail<br>http://intranet.pcc.edu/train | ☐ | ☐_____ |
| Banner<br>http://intranet.pcc.edu/train | ☐ | ☐_____ |
| Safety Orientation<br>http://intranet.pcc.edu/finance/safety/Training/empl%20safety%20orientation%20trng.pdf | | ☐_____ |

| **Items That May Need To Be Ordered** | N/A | Issued/Received |
|---|---|---|
| How to Request a Copier ID<br>http://www.pcc.edu/resources/print-center/copier-id.html | ☐ | ☐_____ |
| PCC Identification Card<br>Currently not available – Coming soon! | ☐ | ☐_____ |
| Key(s): _____Building _____Office _____<br>Desk _____File Cabinet _____<br>http://intranet.pcc.edu/pcc/forms.htm | ☐ | ☐_____ |
| Business Cards<br>http://intranet.pcc.edu/pcc/forms.htm | ☐ | ☐_____ |
| Subscribe to college email lists<br>http://intranet.pcc.edu/maillists/ | ☐ | ☐_____ |
| Other: _____ | ☐ | ☐_____ |

| **Access Codes & Passwords** | N/A | Issued/Received |
|---|---|---|
| LAN (Local Area Network) Password<br>http://intranet.pcc.edu/pcc/forms.htm | ☐ | ☐ _____ |
| Voice Mail Password<br>http://intranet.pcc.edu/train | ☐ | ☐_____ |
| Banner Training<br>http://intranet.pcc.edu/banner/signup/ | ☐ | ☐_____ |
| Department Specific Access/Security Codes<br>(e.g. building, computer, safe, etc.) | ☐ | ☐_____ |

| General Policies & Procedures | N/A | Issued/Received |
|---|---|---|
| Position Description (See Article 5 of Faculty/AP contract also)<br>http://www.pcc.edu/hr/employment/job-classifications/ | ☐ | ☐_____ |
| Employee Goals/Performance Objectives (for Assessment)<br>http://www.pcc.edu/hr/employment/ | | ☐_____ |
| College Policy Checklist (Required for all new employees)<br>http://www.pcc.edu/hr/employment/documents/policy-orientation.pdf | | ☐_____ |
| Standards for Professional Behavior<br>http://www.pcc.edu/hr/contracts/behavior.html | | ☐_____ |