

# NEW EMPLOYEE CHECKLIST

Every new employee, regardless of previous training or experience, should be introduced to the work environment and guided through their specific job responsibilities. Effective onboarding programs help employees start strong by establishing a sense of belonging, building positive attitudes, providing essential information, and addressing questions to eliminate uncertainties that could hinder learning and performance.

The first section of the checklist should be completed by the new employee prior to their first day of employment, based on information shared during the hiring process. The **New Employee Welcome** section will be covered by Human Resources from 9:00 a.m. – 10:30 a.m. on the employee's first day. Supervisors are responsible for completing the last section of the checklist as part of their onboarding process with the new employee. For questions, please contact Human Resources at 989-774-2010.

Employee's Name:		Campus ID#:	
Department:		Date:	

## New Employee Paperwork (Online) – Completed by New Employee (prior to first day of employment)

Set Up Global ID (contact IT helpdesk at 989-774-3662)	Address Change
Payroll - Direct Deposit or Pay Card	Emergency Contact Information
University Oath	Self-Identification Form
Preferred Name (if applicable)	Central Alert Notifications

## New Employee Welcome – Completed by Human Resources, Rowe 109 (first day of employment from 9:00 a.m. – 10:30 a.m.)

<b>Organizational Wide Initiatives</b>	<b>Employment &amp; Compensation</b>
CMU Mission, Vision and Values	Human Resources Services Guide
CMU Organizational Chart	Employee Handbook/Contract
Leadership Standards	Reporting Work Related Accidents
Strategic Planning	Job Description – System
Staff Performance Reviews	Total Compensation Statement
<b>Benefits &amp; Wellness</b>	<b>Policies/Procedures</b>
Benefits at a Glance	CMU Policies, Procedures & Guidelines - website
Retirement (TIAA)	Tobacco Free Policy
Health Advocate	Family Medical Leave Act (FMLA)
Tuition Benefit Program	Responsible Use of Computing Policy
Employee Discounts	Sexual & Gender-Based Misconduct Policy
<b>Payroll</b>	<b>Information &amp; Involvement</b>
Pay Schedule – Biweekly/Semi-Monthly	Athletics & Other Events
Pay Statement	Campus Tour – Admissions (if interested)
TimeClock Plus – Payroll System	Shared Governance Council – Events
W-2	University Communications – CMU Today & Our CMU
<b>Campus Services</b>	<b>Job Components</b>
CMU Cares	Campus ID Card or Mobile ID
University Health Services (UHS)	Parking Services & Campus Map
CMU Ethics Hotline	Lunch Hour/Breaks
CMU Connect - Cell Phone Service/Plans	Overtime/Comp Time (must be approved in advance)
Student Activity Center (SAC) Memberships	University Closure Procedures
CMU Dining Services	Holiday Schedule

## Onboarding – Completed by the Supervisor (within first few days of employment)

Department Organizational Chart	Performance Evaluations for Staff
Functions of Department/Policies	Probationary Period & Evaluations
Job Description, Responsibilities & Expectations	BR & ST = 30/60/90 days
Begin/End of Shift – Use of Time	AOA = 45/90 days; SM = 45/90 working days
Attendance, Punctuality	P&A, PD, SG, LT, DS = 6 months/1 year
Time Reporting – TimeClock Plus	Business Hours/Flextime
Requesting Leave Time/Absences	Payroll/Travel & CMU Credit Card
Use of Equipment, Instruments, Property, etc.	Tour of Building – Entrances & Exits
Email Signature & Voicemail	Keys, Keyless Entry, Lockers, Mailboxes, etc.
Emergency Procedures – Tornadoes, Fires, etc.	Central Mailroom – US Postal Service Information
Reporting Work Related Accidents to Supervisor/HR	Office Resources & Ordering Supplies
Restroom/Break Areas/Eating Areas	Personal Calls, E-mail & Cell Phone, etc.
Staff Communications, Publications, Bulletin Boards, etc.	Uniforms/Dress Code
Training Opportunities (Required HIPAA - if applicable)	Risk Management - CMU Vehicle/Driver's License Check

Return completed checklist to HR, Rowe 109 or [emplsvcs@cmich.edu](mailto:emplsvcs@cmich.edu) for inclusion in the employee's personnel file.

Employee Signature:		Supervisor Signature:	
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