

Paper clips Stapler

Welcoming New Staff

Here is a quick checklist of things needed to prepare for new personnel coming onboard in your area. This is a list of things most new employees will need.

Assign a location (desk, office, etc.) and have it cleaned by facilities. Order or make a sign to	 Tape Dispenser Scissors
indicate the new employee's name, title, room	o File Folders
location	Campus Map
If furniture is needed (desk, chair, filing cabinet,	Information on campus Dining Services, along with
etc.) arrange with facilities to set it up	local dining locations
Request phone line, phone, and/or voicemail. This	Instructions for using phones, setting up and
requires a TSR form, which can be found at:	accessing voicemail, etc.
https://www.wcsu.edu/technology/telecomm/TSR	Policies and procedures for your department
%20-%20Ver%202_0.pdf	List of pertinent people/offices and their locations
Request necessary building access, keys, and/or pin	so that the new employee is able to answer general
codes to offices and buildings. This requires an	questions
Access Control form, which can be found at:	Information on who to contact for computer,
http://www.wcsu.edu/westconnect/Access%20Req	telephone, printer and copier issues
uest%20Form.xlsm	Arrange for training on computers and WCSU
Request a computer (desktop, laptop, tablet) and	systems
equipment (docking station, printer, etc.), along	Training on CORE-CT and payroll
with any necessary software specific to your	Locations and contacts for important offices or
department. Requests can be made through ITI.	people
Please refer to	 Union representatives
http://support.wcsu.edu/customer/en/portal/articl	o Mailroom
es/2097335-how-do-i-get-started-with-information-	o Police
technology-and-innovation-faculty-and-staff	o Payroll
 WestConn account (Windows) 	 Human Resources
o Email	Admissions
 WestConnduit 	Cashier
 E-Learning (Blackboard) 	Financial Aid
o Banner Self-Serve	o Libraries
o Web Banner	o Department secretaries for departments they
File Shares (K, X, H, N drives)	will need to work with frequently
 Remote access 	Information on where to get ID card
If appropriate, order business cards for the new	Information on where to get staff parking hang tag
employee	and parking information
Collect and place office supplies for the new	Information on payroll/direct deposit
employee's office	Information on who to contact when calling out sick
o Pens	Information on Emergency Notification system and
o Notebooks	how to sign up for it.
o Paper	
o Pencils	
 Highlighters 	



Welcoming New Staff

There may be specific needs that different employees
also need, based on their status. Here are a few things
you'll want to review to see if your new employee
needs any of these things:

nee	eds any of these things:				
	Training to make room reservations				
	Authorization and training on purchasing (supplies				
	or other purchases)				
	Travel – paperwork and policies				
	·				
	Forms and where to find them: Begin at the Faculty				
	Handbook Table of Forms				
	(https://www.wcsu.edu/facultystaff/handbook/for				
	ms.asp)				
	Food service				
	 Student employment 				
	 Purchase requisition form 				
	 Disbursement form 				
	o Equipment Loan form				
	o Mileage form				
	o Personal Services Agreement & Honorarium				
	Request form				
	o Tuition Waiver form				
	List of academic departments, locations, and				
	contact #				
	List of administrative departments, locations, and				
	contact #				
	How to place an order for textbooks				
	Information about the University Senate				
Υοι	umay also want to consider the following:				
	Give a campus tour (both campuses) during the first				
	few days of work				
	Tour the offices and introduce the employee to the				
	staff of your offices/departments. This should also				
	include the location of the dean/department chair				
	or director/supervisor offices.				
	Show the employee where restrooms are located,				
	as well as vending machines and other areas of				
	interest in your office area				
	Special training specific to your area				
	 Equipment training in facilities 				

- Tenure
- Committee opportunities
- University Senate
- Release time
- Research and grant opportunities
- o Training on special computer program
- o Training on LMS system (Blackboard)
- Tour of where their work may take place (i.e., classrooms, assigned floors or buildings)

Other things you know that you will need to ma sure to do:				



o AAUP

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Use of key boxes

Academic Advising responsibilities