

NEW EMPLOYEE ONBOARDING SUPERVISOR CHECKLIST FOR STAFF EMPLOYEES

Use this checklist as a guide to welcome your new employee to WKU! A comprehensive onboarding checklist of key new hire tasks helps to ensure a positive first impression for our WKU employees.

The [New to WKU](#) website is a great resource for all new WKU employees, and provides them instructions from the point an offer is accepted up to the first several months of employment.

BEFORE THE START DATE

- Confirm the [background check](#) is complete or current check is on file
- Ensure an [EPAF](#) is submitted
- New Hire Offer/Employment Letter - *mailed by HR once EPAF is fully approved (Staff Only)*
- Ensure the employee's workstation is set up. [Visit ITS for full set up list](#)
- Inform Staff/department of employee's upcoming arrival
- Arrange for one or two co-workers to have lunch with new employee
- If driving or renting a University vehicle for work purposes, [contact Dave Lewis](#)
- Schedule website picture with [university photographer](#)
- Order business cards, name tag and/or desk nameplate

FIRST DAY

- Send employee to Human Resources (WAB G-25) to complete:
 - Form I-9 and tax forms
 - [Benefits Overview](#)
- Review [New to WKU](#) webpage with employee
- Introduce employee to coworkers and additional staff with whom he/she will work.
- Tour of building, office, facilities including emergency exits
- Review job description
- Establish training schedule
- Review dress code and office protocol

New Employee Name: _____

Continue to Page 2

NEW EMPLOYEE ONBOARDING SUPERVISOR CHECKLIST

FIRST DAY CON'TINUED

- Review pay schedule
 - Employee Pay ID (MN, SM, BW) located on the EPAF
 - Visit the [Payroll office website](#) for pay schedule details
- Train on [completion of timesheet](#), if applicable
- Confirm work schedule including meal periods and breaks.
- Request keys from [Access Control](#)
- Purchase [Parking Permit](#)
- Visit the [ID Center](#) to obtain a WKU Staff ID

FIRST WEEK

- Review [WKU Policies](#) and where to find them
- Discuss how to request leave time and how to [input leave time](#)
- Review [Organizational Charts](#)
- Share the perks of working for WKU
 - Bookstore Discounts
 - Fresh Foods Free Meal-- full time employees only
 - [Travel Discounts](#)
 - [Tuition Waiver/Discount](#)
 - Local Discounts

FIRST 30 DAYS

- [Title IX Training](#)- Employees receive an email on or before start date with weblink for completing the training. Must be completed 30 days from start date.
- [Benefits Enrollment](#)- Employee has 31 days from benefits effective date (1st day of month following hire date) to enroll.

Supervisor Name: _____ Department & Location: _____

New Employee Name: _____ New Employee Start Date: _____