



## DEPARTMENTAL CHECK LIST – NEW EMPLOYEES

- Send Employee to Human Resources to complete employment paperwork. **Inform employee he/she must be able to provide documents that establish identity and employment eligibility.**  
\*Examples of acceptable documents are:
  - U.S. Passport *or*
  - Driver's license or Student ID **&** Social Security Card or Certified Birth Certificate *or*
  - Lawful Permanent Resident Card *or*
  - Documents establishing employment eligibility for non U.S. citizens\*Contact Human Resources for a complete list of acceptable documents.
- Inform employee he/she will need to bring a voided check to HR to complete the mandatory Direct Deposit Form**
- Complete PNF for new employee and send to Human Resources
- Department Welcome – Conduct tour of department and other facilities
- Provide employee with copy of Job Description
- Provide employee with keys (if applicable)
- Review scheduled work hours, lunch period/breaks, attendance/absence policy, time sheet procedures
- Provide employee with payroll schedule and timesheet(if applicable)
- Telephone Procedures – Refer to front of telephone directory for procedure -Call Denise McGraw @2345 if help is needed.
- Mainframe Access Procedures (if applicable) – Contact Joann Wellmeyer at [jrwellme@loyno.edu](mailto:jrwellme@loyno.edu)
- E-Mail Procedures – E-mail Barbara Vaughn in IT at [vaughn@loyno.edu](mailto:vaughn@loyno.edu)  
Include the new employee's full name including middle initial, SS #, Department and Contact phone number.