

## NEW EMPLOYEE CHECKLIST

- \_\_\_\_\_ 1. Apply for an FSU ID card at the FSU card shop, once the new employee's appointment is in OMNI. A new employee will not have access to OMNI until he/she has an FSU ID card.
- \_\_\_\_\_ 2. Purchase a temporary parking permit on startup/grant money for the time period needed by the new employee. It costs \$3.02 per day. Parking Services requires FSU ID and 24 hours notice.
- \_\_\_\_\_ 3. Record all new employee work hours on a blank timesheet for payment until the new employee is in the system. Download a blank timesheet from business objects or ask Diane Grubbs for one.
- \_\_\_\_\_ 4. Contact Daniel Whelan to set up a department email account for the new employee. Make your request via the computer work request on the oceanography web page, <http://www.ocean.fsu.edu/cs/index.html>.
- \_\_\_\_\_ 5. Sign up for an FSU mailer email account (<https://cars.acns.fsu.edu/>) and request that the mailer email address forward to the Oceanography account.
- \_\_\_\_\_ 6. Contact Shawn Steadham to fill out computer security forms for Academic Computing Network Services (ACNS) access, sponsored Research Services (SRS) access forms for grant security, and purchasing/travel access forms. All can be obtained at <http://ais.fsu.edu/logins.html>.
- \_\_\_\_\_ 7. Email Susan a list of the keys needed for the building and elevator at least 24 hours before the employee will pick them up.
- \_\_\_\_\_ 8. Email Susan the new employee's information including room number, phone number, and list of budgets managing (if necessary for this employee) so she can update the phone and budget lists.
- \_\_\_\_\_ 9. Email Shawn the new employee's information so she can update the staff web page.
- \_\_\_\_\_ 10. Attend new employee orientation or take the online class at [http://hr.fsu.edu/index.cfm?page=NewEmployee\\_NewEmployeeInfo\\_homepage](http://hr.fsu.edu/index.cfm?page=NewEmployee_NewEmployeeInfo_homepage) (new permanent USPS, A&P, or faculty in salaried positions).
- \_\_\_\_\_ 11. Summary of permanent employee benefits; employee handbook; sexual harassment policy; and seminole safety guide can all be found at [http://hr.fsu.edu/index.cfm?page=NewEmployee\\_NewEmployeeInfo\\_homepage](http://hr.fsu.edu/index.cfm?page=NewEmployee_NewEmployeeInfo_homepage).
- \_\_\_\_\_ 12. Susan has all the cheat sheets and the new employee manual for OMNI, if needed.