

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 OPS/USPS/A&P 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.
- _____ 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. Email Diane Grubbs a list of the keys needed for the building and elevator at least 24 hours before the employee will pick them up.
- _____ 6. Email Susan the new employee's information including room number, phone number, and a list of budgets managing (if necessary for this employee) so she can update the phone and budget lists.
- _____ 7. Email Shawn the new employee's information so she can update the staff web page.
- _____ 8. Attend new employee orientation or take the online class at http://hr.fsu.edu/index.cfm?page=NewEmployee_NewEmployeeInfo_ho_mepage (new permanent USPS, A&P, or faculty in salaried positions).
- _____ 9. 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_ho_mepage.
- _____ 10. Susan has all the cheat sheets and the new employee manual for OMNI, if needed.