

**1. ADMINISTRATIVE PROCEDURES - PRIOR TO FIRST DAY**

- Ensure iJAN is entered and approved on or before the first day of employment as this will generate the NET ID and Email address.
- Phone - contact Telecommunication to set-up telephone and voicemail services
- Computer: work with your Department IT Professional to secure equipment for the new employee

**2. FIRST DAY**

- HR - Ensure new employee goes to the Office of Human Resources and brings proper identification in order to complete the I-9 Form, which must be completed on or before the first day of employment.
- SU ID Card - escort employee to ID Card Services located on main campus in 206 Steele Hall. For more information, please contact the Housing, Meal Plan, & ID Card Service Center by calling 315. 443.2721 or emailing housing@syr.edu
- Parking - escort employee to Parking located on South Campus to complete a Parking Permit Application. Remind the employee that they may need their offer of employment letter as verification.
- Activate Online Access through Net ID: Assist employee activate their NET ID and Set-up their password which grants access to benefits, payroll, and departmental resources

**3. ORIENTATION**

- Benefits Onboarding: encourage employee to attend a session as soon as possible; their opportunity to enroll in benefits expires 31 days after hire.
- Hazard Communication Training - schedule the employee, if appropriate.
- Campus Tour - allow employee to take the tour offered daily by Admissions.
- New Employee Orientation - encourage the employee to attend this session

**4. WELCOME TO DEPARTMENT AND POSITION INFORMATION**

- Welcome reception for new employee and introduction to Team Members
- Review Organization Chart and reporting structure
- Review Job Description and Expectations
- Discuss work hours, meal and rest periods, overtime policy, leave time, and pay frequency
- Notify the employee that Direct Deposit begins after two (2) pay cycles and where they may pick-up live paycheck
- Department Tour