

**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.

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- Phone - contact Telecommunication to set-up telephone and voicemail services

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- Computer: work with your Department IT Professional to secure equipment for the new employee

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**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.

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- 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

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- 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.

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- 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

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**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.

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- Hazard Communication Training - schedule the employee, if appropriate.

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- Campus Tour - allow employee to take the tour offered daily by Admissions.

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- New Employee Orientation - encourage the employee to attend this session

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

- Welcome reception for new employee and introduction to Team Members

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- Review Organization Chart and reporting structure

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- Review Job Description and Expectations

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- Discuss work hours, meal and rest periods, overtime policy, leave time, and pay frequency

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- Notify the employee that Direct Deposit begins after two (2) pay cycles and where they may pick-up live paycheck

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- Department Tour

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