Syracuse University
Human Resources

1. ADMINISTRATIVE PROCEDURES – PRIOR TO FIRST DAY

☐ 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 they need to bring their offer letter and Vehicle Registration Card with them to Parking.

☐ Activate Online Access through Net ID – Have employee set up their direct deposit and tax withholding information.

3. ORIENTATION

☐ Hazard Communication Training – Have employee complete online course. Use link provided in Onboarding email.

☐ Benefits Onboarding – Have employee calendar their assigned session listed on their Onboarding email. Their time to enroll in benefits expires 31 days after hire.

☐ Campus Tour – Allow employee to take the tour offered daily by Admissions.

☐ New Employee Orientation – Have employee calendar their assigned session listed on their Onboarding email.

☐ Welcome reception for new employee and introduction to Team Members

☐ Review Organization Chart and reporting structure

☐ Review Job Description and Expectations

☐ Discuss work hours, recording hours, meal and rest periods, overtime policy, leave time, and pay frequency.

4. WELCOME TO DEPARTMENT AND POSITION INFORMATION

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

☐ Department Tour