### 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**