

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

- 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 - Ensure new employee goes to <https://housingmealplans.syr.edu/idcards/> to complete the SU ID Card creation process. Once the employee is notified their card is ready, escort them to 111 Waverly Ave, Suite 111, Syracuse, NY 13244. For more information, call 315. 443.2721 or email 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 Vehicle Registration card.
- 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 Enrollment - Have employee view online benefits information session (onboarding email) or register for an in-person session (benefits welcome email). Up to 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 in their offer letter.
- 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/Unit tour.