

Employee Personnel Services Checklist

New Employee Confirmation List

NAME: _____

Effective Date of Employment: _____

Done	Item Received	Done	Topics Covered
	Offer Letter		Introduction to Ares/PHR Time sheet & log in
	Letter of Acceptance		Parking and ID Information
	Copy of Resume/Application		Health Benefits Information
	Letters of reference		Retirement Information
	Payroll Paperwork (W-4, Direct Deposit, I-9 Form)		Info on who to call if going to be absent and Leave information (advance)
	Confidentiality Statement		Vacation/sick/Personal/comp time
	HIPAA / Security Test		Info on Tuition remission
	Benefit forms (if required)		HIPAA and Security
	CPR/ACLS certification (if required)		Lunch Room Locations
	Diploma		Personal use of phone, cell phone and Email
	Board certification (if required)		Smoking/Alcohol/Sexual Harassment Policy
	Professional license (if required)		Info on policy about services in the HC
	Controlled Substance Lic. (State + Federal)		Health Center Web Site
	Provider written agreement (if required)		Health Center Intranet / policies
	Malpractice insurance (if required for PT)		Info on Dress Code
	Background Check (FBI / State)		Info on Job related Injury – Workman comp
			Occurrence Report
			Information on fire safety & emergency codes
Done	Item Given to New Employee	Done	Training Taken
	Welcome Email sent		Date of Online training
	Orientation Booklet – Mission/vision statement		Date for Infection Control Overview
	Background Information		Date for Occupational Health Overview and Fit Testing
	Holiday Schedule		Date for Online Sexual Misconduct training
	Paycheck Schedule		Date of Diversity Overview
	Staff Phone List & Who to see list		Date for Univ. New Employee Orientation
	Organization chart		Date for Univ. PRD Training
	Health Center and Campus map		Date of Student Affair new employee Orientation
	Absence Notification Policy		Date of Online Child Abuse Training
	Dress Code Policy		Meet with unit Supervisors
	Telephone Use Policy		
	Key & Key Loss Policy		
	Employee Services Policy		
	Emergency codes		
	Position Description		

The above items were covered to my satisfaction, as were any questions that I had at that time.

Signature: _____ Date: _____