Form 3501FR.27
New Employee Checklist

Revision Date: 11/25/09

Introductory Instructions: Please complete the following form for all new hires

Employee Name: _____________________________________________________________

Employee Identification Number: ______________________________________________

Department: ________________________________________________________________________________________________

Start Date of Employment at this Department: _____________________________________________

Job Category

- C&T
- M&P
- S&M
- Casual
- Faculty
- PDF
- PDA

Other Information: __________________________________________________________________________________________

Use appropriate data collection form to help gather necessary data (Quick Forms website - HR Section)

☐ I-9 has been completed and I-9 status entered in HR database.
  ☐ Original I-9 form sent to Employee Personnel Records

☐ Tax withholding forms have been completed and submitted to Payroll.

☐ Direct deposit form has been completed and data entered in HR database.

☐ Labor schedule has been entered, or org default will be used.

☐ Employee directory information has been verified or completed in HR database.
  ☐ Office location and mail code
  ☐ Directory title
  ☐ Directory listing preferences

☐ Employee has been directed to the ID Center to obtain photo ID card.

☐ Employee's Net ID and PIN have been obtained and activated.

☐ Appropriate user access and codes have been requested:
  ☐ Email/calendar
  ☐ Network access off-site (PPP)
  ☐ VIP number(s)
  ☐ Purchasing Card
  ☐ Orbitz
  ☐ DWH Portal Reports
  ☐ STARS
  ☐ Oracle responsibilities
  (ie, EMS | Expence, SciQuest, WIP, etc.)

☐ Employee has received relevant items, equipment, etc.
  ☐ Badge, Dining Hall card
  ☐ Telephone card
  ☐ Safety equipment
  ☐ Parking permit or pass
  ☐ Stock Room cards
  ☐ Orientation, required seminars, etc.

☐ Employee Health appointment has been scheduled, if required.

☐ Required orientation and/or training has been scheduled:
  ☐ Health & Safety
  ☐ Other: ____________________________

Questions? Contact hrtrans@yale.edu

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