

# Postdoctoral Scholar New Hire Checklist

## PRIOR TO FIRST DAY

- Contact department administrator regarding the date, time and location of orientation.
- Parking information
- International postdoctoral scholars need to check-in with International Programs (4016 Student Center, 913-588-1460)

If orientation is **not** scheduled on the first day of employment, you **must**:

- Complete I-9 form and obtain ID badge in Human Resources Employment Office (1052 Wescoe, 913-588-5086)
- Check-in with Payroll Office (2100 West 36<sup>th</sup> Ave, 120 Support Services Bldg, 913-588-5100)

## POLICIES

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| <input type="checkbox"/> Review key policies. | <ul style="list-style-type: none"> <li>• Equal Opportunity</li> <li>• Human Resources           <ul style="list-style-type: none"> <li>○ Vacation and sick leave</li> <li>○ FMLA/leaves of absence</li> <li>○ Holidays</li> <li>○ Time and leave reporting</li> <li>○ Drug Free Workplace</li> <li>○ Benefits</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Occupational Health</li> <li>• Risk Management</li> <li>• Parking</li> <li>• Information Resources</li> <li>• Kirmayer Fitness Center</li> <li>• University Police</li> <li>• Payroll</li> <li>• ID Badges</li> </ul> |
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## ADMINISTRATIVE PROCEDURES

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| <input type="checkbox"/> Review general administrative procedures. | <ul style="list-style-type: none"> <li>• Office/desk/work station</li> <li>• Keys</li> <li>• Office Procedures/Policies (including vacation or travel requests)</li> <li>• Ordering Supplies/Purchasing Requests</li> <li>• Dress Code</li> </ul> | <ul style="list-style-type: none"> <li>• Telephones</li> <li>• Arrange training (if necessary)</li> <li>• Mail (incoming and outgoing)</li> <li>• Shipping (FedEx, DHL, and UPS)</li> <li>• Office Resources (department phone listing, directories, etc.)</li> </ul> |
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## INTRODUCTIONS AND TOURS

- Give introductions to department staff and key personnel during tour.
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| <input type="checkbox"/> Tour of facility, including: | <ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Mail rooms</li> <li>• Copy centers</li> <li>• Fax machines</li> </ul> | <ul style="list-style-type: none"> <li>• Parking</li> <li>• Printers</li> <li>• Office supplies</li> <li>• Telephones</li> </ul> | <ul style="list-style-type: none"> <li>• Coffee/vending machines</li> <li>• Cafeteria</li> <li>• Emergency exits and supplies</li> <li>• Library (journals, manuals, etc.)</li> </ul> |
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## POSITION INFORMATION

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| <input type="checkbox"/> Review initial job assignments and training plans.<br><input type="checkbox"/> Review job description and performance expectations and standards. | <input type="checkbox"/> Review job schedule and hours.<br><input type="checkbox"/> Review payroll timing, time cards (if applicable), and policies and procedures. |
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## COMPUTERS

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| <input type="checkbox"/> Hardware and software reviews, including: | <ul style="list-style-type: none"> <li>• E-mail</li> <li>• Intranet</li> </ul> | <ul style="list-style-type: none"> <li>• Microsoft Office System</li> <li>• Data on shared drives</li> </ul> | <ul style="list-style-type: none"> <li>• Databases</li> <li>• Internet</li> </ul> |
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## OFFICE OF POSTDOCTORAL AFFAIRS

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| <input type="checkbox"/> Orientation | <ul style="list-style-type: none"> <li>• Introduction to the Office and its functions</li> <li>• Registration process</li> </ul> | <ul style="list-style-type: none"> <li>• Health Insurance Verification form with copy of the postdocs' health insurance card</li> </ul> |
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