

NEW EMPLOYEE CHECKLIST

Use this checklist as a reminder of activities to be accomplished and documents to be submitted within the deadlines listed. When each item is completed, place a checkmark in the left-hand column. Please keep for your records.

✓	Items To Complete:	Contact Information
	1. I-9 requirements complete and Employee ID badge obtained. Deadline: The I-9 form must be completed in the HR Employment Office <u>no later than the first day of employment.</u>	Employment Office 1044 Delp 913-588-5086 Hours: 8a-4:30p
	2. Payroll New Hire Packet complete: http://www2.kumc.edu/hr/hrpay/nhf_new_hire_forms_index.html . Completed forms should either be delivered or mailed to the Employment Office at 1044 Delp, MS 2033. Deadline: Complete within your <u>first 3 days of employment</u> . By not completing this within the deadline, you may run the risk of your first paycheck being delayed.	Human Resources Jecarma Allen 913-588-5099
	3. "Meet & Greet" - KUMC Drug Free Policy Substance Abuse Affirmation form completed. Deadline: Complete within first 30 calendar days of employment.	HR Learning and Development Lisa Kern 913-588-5050
	4. Benefits paperwork completed and submitted. <ol style="list-style-type: none"> a. Optional Group Life b. Health Insurance c. Flexible Spending Account Deadline: Complete within first 30 calendar days of employment.	Benefits Office 1044 Delp 913-588-5087 Hours: 8a-4:30p
	5. Compliance training: (https://my.kumc.edu) This can be accessed by selecting the 'Training' link, then 'Chalk Online Training' on the mykumc portal. The list of the following modules are listed under REQUIRED annual training: <ol style="list-style-type: none"> a. Computer security awareness training b. Environment, Health & Safety Tutorial c. Respect in the Classroom and Workplace: Preventing Prohibited Harassment d. Workplace Violence Training e. Conflict of Interest Report form - <i>Unclassified employees only</i> Under ADDITIONAL training: <ol style="list-style-type: none"> f. KUMC Policies for New Employees Deadline: Complete within first 30 calendar days of employment.	Compliance Office 1040 Wescoe 913-588-1206
	6. Online HR Orientation: (http://www2.kumc.edu/hr/orientation/index.html) Deadline: Complete within first 30 calendar days of employment.	HR Learning and Development Lisa Kern 913-588-5050
	7. Occupational Health Clinic requirements complete. Deadline: Complete within first 10 working days of employment.	OHC Office G110 Delp 913-588-6512
	8. Parking permit obtained Deadline: No deadline enforced.	Parking Services Support Services 2100 W. 36 th Ave. Room 115 913-588-5175