



## Office of Human Resources onboarding checklist

Employee name	
OHR department	
First day of the assignment	
Assignment Duration	
Workspace	
ASURITE	
Affiliate ID	
Badge No. — see the numbers on the back lower right side of the Sun Card	

### Hiring manager responsibilities

1. Explain the new hire packet.
  - a. Ensure the employee completes the I-9 and provides identification.
  - b. Fill out the forms in the packet.
  - c. Provide the employee with directions to [University Center A](#) to turn in the packet.
2. Inform the employee that they will receive an email to set up their ASURITE login credentials. This step is only for external hires.
3. Request a temporary parking permit through the department HR representative.
4. Complete the out-of-state approval form if applicable.
5. Complete the Federal Work-Study list if the employee is a student worker.

### Supervisor responsibilities

1. Inform the Office Manager of computing requirements. Check all that are needed:
  - Dock.
  - Laptop.
  - Keyboard and mouse.
  - Two Monitors.
2. Request position-specific access, such as Workday, Peoplesoft, etc.
3. Inform the Office Manager to add the following:
  - DI.org.HR.
  - DI.org.HR.Benefits.



## Onboarding checklist

- DI.org.HR.Benefits.Students.
- DI.org.HR.DwtnWest.
- DI.org.HRE.Employee.Services.
- DI.org.HR.Leaders.
- DI.org.HR.lwd.
- DI.org.HR.Partners.
- DI.org.HR.Payroll.
- DI.org.HR.Staffing.
- DI.org.HR.Workforce Programs.

4. Inform OHR about the new employee and start date.
5. Schedule the new employee orientation and a team meet and greet.
6. Discuss [flexible work arrangements](#).

### **Business and Finance Information Technology responsibilities**

BFIT will be onsite and available to assist the new employee with the following:

- Adding the employee to shared folders, drives, etc.
- My ASU.
- Outlook.
- Slack.
- Zoom.

### **Office Manager responsibilities**

- Add to distribution lists.
- Add to the organizational chart.
- Ask the employee to [upload a picture to iSearch](#) and [generate an email signature](#).
- Coordinate a computer purchase with BFIT.
- Coordinate building access — order a key, if the employee needs access to an office.
- Discuss the fire warden list, evacuation procedure and Continuity of Operations Plan.
- Give a welcome kit to the supervisor.
- Order the cubicle name.
- Prepare the workspace — order supplies and desk equipment.
- Send the employee's name to the department HR celebration and recognition committee.