**Student Services New Employee Onboarding Checklist**

Part 1 of this form should be completed by the area manager or director prior to the new employees first day.

Please submit completed form to area support person or Stephanie Freyermuth

**------------------------------------------------------------- Part 1 ----------------------------------------------------------------**

**Employee Name**

**Department:**

**Position:**

**Does Employee Need Access:**

**Datatel**

**Current or Former Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Or list of necessary screens to perform job:**

**SARS**

**Etrieve**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manger Checklist:**

Employee Office Location \_\_\_\_\_\_

Name Tag Request Submitted

Welcome Package

**------------------------------------------------------------- Part 2 ----------------------------------------------------------------**

**Area Support Checklist:**

Ticket to Maintenance to Clean Office Space (if needed)

IT Ticket to Prepare Computer

IT Ticket to Prepare Phone

IT Ticket for SARS and/or Etrieve (if needed)

Key Request Submitted

Colleague New User Form Submitted

Welcome emails sent (phone list, rainbow sheet, timesheet, etc.)

Campus Tour