

**New Employee Checklist**

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| --- | --- | --- |
| **Employee name:**  | **Location Name:**  | **Department:**   |
| **Job Title:**  | **Date of Hire:**  | **Supervisor:**  |

1. **Prior to Employee’s First Day-**

[ ] When appropriate, send an email to your department staff alerting them of the new hire. Name, start date, job title and who the person reports to as well as a short profile.

[ ] Obtain the following:

 [ ] Applications

 [ ] Transcripts- Send to CSO

 [ ] Transcripts- Send to school

 [ ] Background Check (completed)

 [ ] References

 [ ]Contract/ Employment Letter

 [ ] Pre- Employment Affidavit Notarized

 [ ] Cleared by CSO

 [ ] Building/office keys

 [ ] Business cards (if applicable)

1. **1st Day Administrative Procedures-**

[ ] New hire meets with appropriate personnel (i.e. Principal/President, Asst. Principal, Department Chairs, Counselor, Deans, etc.)

[ ] New Employee Orientation

[ ] W-4 completed

[ ] I-9 Employment Eligibility Verification completed

[ ] Training schedule

[ ] Tour of School

[ ] Parking

[ ] Introductions

[ ] ID access badge (if applicable)

 [ ] Office/desk/workstation/classroom set up-

 [ ] E-mail

 [ ] Internet

 [ ] Website

 [ ]RenWeb/ FACTS Login & Training

 [ ] Share Drives

 [ ] Evaluation Process

 [ ] Curriculum/ Lesson Plan Expectations

 [ ] Mileage Reimbursement

 [ ] Expense Reimbursement

1. **Benefits-**

[ ] Medical/ Dental/ Vision/ LTD

[ ]FMLA/ STD

[ ] Supplemental Insurance

[ ]Life/ AD&D

[ ] PTO—Front Load vs. Accrual

[ ] Viewing plans in Exponent HR

[ ] Holiday Schedule/ School Calendar

 [ ] 403(b) Plans- MoA

 [ ]Enrollment/ Contributions/ Employer Contributions

 [ ] Pay Schedule

 [ ] Direct Deposit

 [ ] Pay stubs/ W-2 in Exponent HR

1. **Safety-**

 [ ] Safety Handbook

 [ ] Worker’s Compensations

 [ ] Accident Reporting

 [ ] Crisis Management

 [ ] Drug Test Policy

 [ ] Location of First Aid Supplies/ MSDS

1. **School Policies-**

 [ ] School Faculty/ Staff Handout

 [ ] Disciplinary Protocol/ Grievances

 [ ] CSO Handbook

 [ ] Overtime Policy for Non- Exempt Staff

 [ ] Code of Conduct/ Confidentiality

 [ ] Resignation/ Job Abandonment

1. **Diocese of Dallas Safe Environment-**

 [ ] Computer Systems/ Internet Policy

 [ ] Safe Environment Training/ Video

 [ ] Sexual Misconduct/ Safe Environment Policy

 [ ] Diocese Social Media Policy

**ACKNOWLEDGMENT:**I have received training in the above areas. I agree, in the event I have any questions or concerns about the above material I will directly contact my Principal/President for additional clarification. I understand that I must accept or waive my insurance coverage in Exponent HR with 30 days of my hire date.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_