

NEW EMPLOYEE CHECKLIST

DEAN'S OFFICE

- Employee Handbook (faculty & staff) (<http://www.ohr.psu.edu/policies.htm>)
 - Conditions of Employment (see same website)
- Benefit Options: (<http://www.ohr.psu.edu/benefits/benefits.htm>)
 - Healthcare
 - Prescription Plans
 - Dental
 - Vision
 - Employee Assistance (EAP)
 - Flexible Benefits
(<https://secure.oas.psu.edu:448/cgi-bin/nhbenefits.exe/launch/nhbenefits>)
 - VADD
 - Tax Deferred Annuity
 - Long Term Disability
 - Life Insurance
- Retirement Application/Explanation
(<https://secure.oas.psu.edu:448/cgi-bin/nhbenefits.exe/launch/nhbenefits>)
- SERS—Nomination of Beneficiary
 - TIAA-CREF
- PSU Employee Orientation @ Rider (Refer to the HRDC Catalog for offerings)
 - Time: _____
 - Date: _____
- Confirm Fixed Term I/II Appointment Memorandum of Personal Service
- Time Card
 - Vacation
 - Sick Leave
- FMLA
- Parking
- SAC/FAC Explanation/Information (<http://www.ems.psu.edu/dte/sac>)
- EMS Ombudsman: _____
- Eligible to attend:
- Wilson Banquet
- Staff Appreciation Banquet
- Add to Listserv
- Staff (L-EMS-STAFF@LISTS.PSU.EDU)
- Academic (L-EMS-FACULTY@LISTS.PSU.EDU)

Signature: _____

Date: _____

*EMS Organizational Chart

NEW EMPLOYEE CHECKLIST DEPARTMENT

- Review Job Description
- Requirements
- Hours
- Probation Period Explanation
- Pay Frequency/Period
- Salary Deposit Request
- Authorization for deduction of Union Fees (Tech. Services)
- Credit Union Deposit Authorization
- Authorization for purchase of U.S. Savings Bonds
- Blank Job Eval/Review Form (Staff Review and Development Plan)
- Biographical Data Form
- ID/Photo Information
- Keys
- Return Policy
- Loss Policy EMS Contact: _____
- CAC Account
- Process IBIS NAPP Form
- W-4 Form
- I-9 Form**
- Intellectual Property Agreement
- Workers Compensation Form
- Affirmative Action Applicant Data Card (Non-electronic applications)
- Travel Policy Information (<http://guru.psu.edu/central/travel/letter.html>)
- University Property Information (<http://guru.psu.edu/gfug/instruct/6-03.html>)
- Sexual Harassment Brochure EMS Contact: _____
- Telephone Directory Listing Information (Adjunct Professor only)
- Suggested HRDC courses for New Employees (These are not mandatory.)
Communicating Across Genders
Communicating Across Generations
Service Plus (Customer Service)
Face to Face E-Service (Customer Service)
Understanding and Valuing Diversity I
Understanding and Valuing Diversity II
An Overview of Continuous Quality Improvement
Managing Your Professional Development Plan
*Access Account Course to be offered in near future.
- New employee to College, but not PSU – Notify Sue Hull for address change.
- **Non-US Citizen
- INS I-9 Form (completed by PSU Human Resources or International Student & Scholars Office)
- I-20 Form—keep copy
- IAP 66—keep copy
- I-94 Form—keep copy
- Visa—keep copy

Alien Information Request Form

Revenue Procedure Form

<http://guru.psu.edu/CENTRAL/PAYROLL/NEWS/FORMNOTE.html> - 87-8)

Signature: _____

Date: _____