HELLO
my name is

New Employee
Onboarding
Checklist
New Employee Onboarding Checklist

Welcome to Portland State University! Here is a list of resources and tasks that will ensure that your startup experience at Portland State University is a positive one.

If you have questions before your first day, please contact HR at 503-725-4926 or askhr@pdx.edu.

### Before Your Start Date

**Schedule and Job Duties**

- Return a signed Letter of Offer to your hiring manager
- Locate documents that prove your identity and employment authorization. You will need to bring these with you on your first day.
- Confirm your work schedule and dress expectations with your manager
- Review [campus maps](#) and directions
- Visit the [Transportation & Parking](#) website to determine the best commute and parking options
- Review your department’s homepage and the [New Employee Onboarding](#) page on the HR website

### On Your First Day

Meet with your manager and/or department resource to complete the following tasks.

- Visit Human Resources in the Market Center Building to fill out the required new hire forms:
  - Employee Information form
  - I-9 Form (Show employment authorization documents)
  - Social Security card (Please Note: IRS regulation requires that every employee’s payroll name exactly match their Social Security card to prevent misdirected social security funds. To verify this, HR must see your original Social Security card and make a copy for your file)
  - International Tax Package (as necessary)

Human Resources will assign you a PSU ID number and help you set up your employee accounts, including direct deposit, your W4 form, emergency contacts, PSU Alerts, and your directory profile.

### Getting Access

- Visit [ID Card Services](#) in Neuberger Hall for your PSU ID card
- Review your workspace to make sure that you have the adequate materials for your work
- Confirm with your department that you have all necessary keys and building access cards
- Access your PSU [email account](#)
- [Phone](#) and [internet](#) resources
- Ordering [business cards](#)
New Employee Onboarding Checklist

First Week

☐ Enroll in healthcare and other benefits through the Public Employees’ Benefit Board (PEBB)
☐ Clarify any performance or policy questions you may have
☐ Review PSU’s Mission and Values and Academic Profile
☐ Visit banweb, the PSU Employee Information System website (Employee Self-Serve)

Policies You Need to Know

☐ PSU’s Equal Opportunity Statement
☐ Code of Ethics, Policy, Ethics Guide for Public Employees
☐ Professional Standards of Conduct Policy
☐ Prohibited Discrimination & Harassment (including Sexual Harassment) Policy
☐ Confidentiality of Student Information (FERPA)
☐ Drug Free Workplace Policy
☐ OIT Acceptable Use Policy for computers and networks
☐ Consensual Relationship Policy
☐ Copyright Compliance

Workplace Tools

☐ Fax and copy machine usage
☐ Google Apps (Email, Calendar, Documents)
☐ Remote access to files saved on the server
☐ Wireless access
☐ The University Library
☐ PSU Online Directory
☐ PSU Online Directory
☐ When setting up printer connections: Select duplex as default setting
☐ How to recycle at PSU
New Employee Onboarding Checklist

First Month

☐ Attend the New Employee Briefing (benefits-eligible employees)
☐ Complete the online training session "Creating a Culture of Respect" (required for all PSU employees)

PSU Community Offerings

☐ Conferences & Events
☐ Recreational Facilities & Resources
☐ Training & Development Calendar
☐ Alphabet Soup Acronyms Guide
☐ Restaurant Guide
☐ Campus Map
☐ Organizational Chart

Important Resources

☐ University Communications Procedure and Authorization Form
☐ Emergency & Public Safety Resource Guide
☐ Resolving Conflicts
☐ University Closure
☐ Work/Life Policy
☐ Worker’s Compensation
☐ Family Medical Leave

If represented by a union, please review the appropriate contract on the HR website.

Information

☐ PSU Stats and Facts
☐ PSU News
☐ PSU Magazine
☐ Vanguard
# New Employee Onboarding Checklist

## Additional Faculty Resources

### Information
- Faculty Senate
- Faculty and Chair Resources

### Advising
- Academic Advising
- Academic Standing Policy
- Baccalaureate Degree Requirements
- College Advising Locations
- Veterans Services - Advising

### Instructional Resources
- New Faculty Orientation
- Bookstore Services for Faculty – Requesting Textbooks
- Effective Teaching Techniques
- Scheduling Courses - Please speak with your department scheduler
- Instructional Design & Course Development Process
- PSU Online (Online Curriculum Tool)

### Student Registration & Grading
- Grading and Incomplete Grade Policies
- Student Fees & Usage
- Wait Listing Students
- Submitting Final Grades

### Student Etiquette, Conduct, Mental Health, and Disability Problem Solving
- Classroom Etiquette & Management Issues (Contact the Center for Academic Excellence)
- Student Mental Health & Substance Abuse Issues (Contact the Center for Student Health & Counseling at 503.725.2800)
- Other Student Conduct Issues & Reporting (Contact the Office of the Dean of Students at 503.725.4422 or conduct@pdx.edu)
- Questions About Students With Disabilities (Contact the Disability Resource Center)
- C.A.R.E. Team
- Additional Faculty & Staff Resources
# New Employee Onboarding Checklist

## Resource Link Index

### Before Your Start Date

- **Documents for New Employees**: [http://www.pdx.edu/hr/preparing-to-start-work](http://www.pdx.edu/hr/preparing-to-start-work)
- **Campus Map and Directions**: [http://www.pdx.edu/campus-map](http://www.pdx.edu/campus-map)
- **PSU Transportation and Parking**: [http://www.pdx.edu/transportation/](http://www.pdx.edu/transportation/)
- **New Employee Onboarding Page**: [http://www.pdx.edu/hr/new-employee-onboarding](http://www.pdx.edu/hr/new-employee-onboarding)

### On Your First Day

- **Employee Information Form**: [http://www.pdx.edu/sites/www.pdx.edu.hr/files/hr_pay_pm_employee_information_form.pdf](http://www.pdx.edu/sites/www.pdx.edu.hr/files/hr_pay_pm_employee_information_form.pdf)
- **ID Card Services**: [http://www.pdx.edu/financial-services/id-card-services](http://www.pdx.edu/financial-services/id-card-services)
- **Key Requests**: [http://www.pdx.edu/facilities/access-control](http://www.pdx.edu/facilities/access-control)
- **Building Access Requests**: [http://www.pdx.edu/cpso/access-lenel-request-forms](http://www.pdx.edu/cpso/access-lenel-request-forms)
- **PSU Email Account**: [http://mail.pdx.edu/](http://mail.pdx.edu/)
- **Phone Resources**: [http://www.pdx.edu/oit/phones](http://www.pdx.edu/oit/phones)
- **Internet Resources**: [http://www.pdx.edu/oit/phones-internet](http://www.pdx.edu/oit/phones-internet)

### First Week

- **Public Employees’ Benefit Board (PEBB)**: [http://www.oregon.gov/DAS/PEBB/Pages/index.aspx](http://www.oregon.gov/DAS/PEBB/Pages/index.aspx)
- **PSU’s Mission and Values**: [http://www.pdx.edu/our-mission](http://www.pdx.edu/our-mission)
- **PSU’s Academic Profile**: [http://www.pdx.edu/oaa/our-academic-profile](http://www.pdx.edu/oaa/our-academic-profile)
- **Banweb (PSU Employee Information System)**: [https://banweb.pdx.edu/](https://banweb.pdx.edu/)
- **Code of Ethics, Policy, Ethics Guide for Public Employees**: [http://www.pdx.edu/hr/code-ethics](http://www.pdx.edu/hr/code-ethics)
- **Professional Standards of Conduct Policy**: [http://www.pdx.edu/hr/professional-standards-conduct](http://www.pdx.edu/hr/professional-standards-conduct)
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- Confidentiality of Student Information (FERPA): http://www.pdx.edu/registration/privacy
- Drug Free Workplace Policy: http://www.pdx.edu/hr/drug-free-workplace-policy/
- OIT Acceptable Use Policy: http://www.pdx.edu/oit/acceptable-use-policy
- Consensual Relationship Policy: http://www.pdx.edu/hr/policy-concerning-consensual-relationships
- Copyright Compliance: http://library.pdx.edu/copyright/copyright_guide.php
- Google Apps: http://www.pdx.edu/oit/google-apps
- Remove H: and I: Drive Access: http://www.pdx.edu/oit/h-i-drives-overview
- PSU Library: http://library.pdx.edu/
- PSU Online Directory: http://www.pdx.edu/directory/
- Selecting Duplex Printing: http://www.pdx.edu/oit/installing-a-network-printer
- How to Recycle at PSU: http://www.pdx.edu/planning-sustainability/psu-recycles

First Month

- New Employee Briefing: http://www.pdx.edu/hr/new-employee-briefing
- “Creating a Culture of Respect” Module: http://www.pdx.edu/diversity/learning-module
- Conferences and Events: http://www.pdx.edu/conferences/index.php
- Campus Rec: http://www.pdx.edu/recreation/
- HR Training and Development: https://sites.google.com/a/pdx.edu/training-development-hr/home
- Alphabet Soup Acronyms Guide: https://docs.google.com/a/pdx.edu/spreadsheet/ccc?key=0An5-er3sjyddHMwd043bHF6OXdxMkZQeHNUYzYtV2c
- Restaurant Guide: https://docs.google.com/a/pdx.edu/spreadsheet/ccc?key=0An5-er3sjyddEiXZ05wck13Wk5CSURBSG9RdEN4X1E&pli=1#gid=0
- Campus Guide: https://www.sa.pdx.edu/form/arr/VirtualCampusTour/virtual_campus_tour.html
- University Organizational Chart: http://www.pdx.edu/fadm/university-organizational-chart
- University Communication Procedures and Authorization Form: http://www.pdx.edu/hr/policies-contracts-forms#AA
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- **Resolving Conflicts**: [http://www.pdx.edu/hr/communication-problem-solving](http://www.pdx.edu/hr/communication-problem-solving)
- **University Closure Policy**: [http://www.pdx.edu/hr/university_closure_policy](http://www.pdx.edu/hr/university_closure_policy)
- **Work/Life Policy**: [http://www.pdx.edu/hr/worklife-policy](http://www.pdx.edu/hr/worklife-policy)
- **Family Medical Leave**: [http://www.pdx.edu/hr/policies-contracts-forms#EMPLEA](http://www.pdx.edu/hr/policies-contracts-forms#EMPLEA)
- **Union Contracts**: [http://www.pdx.edu/hr/policies-contracts-forms#UNICON](http://www.pdx.edu/hr/policies-contracts-forms#UNICON)
- **PSU News**: [http://www.pdx.edu/news/all/121](http://www.pdx.edu/news/all/121)
- **PSU Magazine**: [http://www.pdx.edu/magazine/](http://www.pdx.edu/magazine/)

### Additional Faculty Resources

- **Faculty Senate**: [http://www.pdx.edu/faculty-senate/](http://www.pdx.edu/faculty-senate/)
- **Faculty and Chair Resources**: [http://www.pdx.edu/oaa/faculty-and-chair-resources](http://www.pdx.edu/oaa/faculty-and-chair-resources)
- **Academic Advising**: [http://www.pdx.edu/advising/](http://www.pdx.edu/advising/)
- **Academic Standing Policy**: [http://www.pdx.edu/registration/academic-standing](http://www.pdx.edu/registration/academic-standing)
- **Baccalaureate Degree Requirements**: [http://www.pdx.edu/advising/requirements-baccalaureate-degree](http://www.pdx.edu/advising/requirements-baccalaureate-degree)
- **College Advising Locations**: [http://www.pdx.edu/advising/where-do-i-go-advising](http://www.pdx.edu/advising/where-do-i-go-advising)
- **Veterans Services**: [http://www.pdx.edu/veterans/](http://www.pdx.edu/veterans/)
- **New Faculty Orientation**: [http://www.pdx.edu/oaa/new-faculty-orientation](http://www.pdx.edu/oaa/new-faculty-orientation)
- **Bookstore Services for Faculty**: [http://www.portlandstatebookstore.com/textbook_adoptions.asp](http://www.portlandstatebookstore.com/textbook_adoptions.asp)
- **Effective Teaching Techniques**: [http://www.pdx.edu/oai/](http://www.pdx.edu/oai/)
- **Scheduling Courses**: [http://www.pdx.edu/registration/registration-basics](http://www.pdx.edu/registration/registration-basics)
- **Instructional Design & Course Development Process**: [http://www.pdx.edu/oai/](http://www.pdx.edu/oai/)
- **PSU Online (Online Curriculum Tool)**: [http://www.pdx.edu/psuonline/](http://www.pdx.edu/psuonline/)
- **Grading**: [http://www.pdx.edu/registration/online-grading](http://www.pdx.edu/registration/online-grading)
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- **Student Fees and Usage:** http://www.pdx.edu/financial-services/tuition-fees
- **Wait Listing Students:** http://www.pdx.edu/registration/waitlist-feature
- **Submitting Final Grades:** http://www.pdx.edu/registration/online-grading#how_to_enter
- **Classroom Etiquette & Management Issues:** http://www.pdx.edu/partner/
- **Student Mental Health & Substance Abuse Issues:** http://www.pdx.edu/shac/
- **Other Student Conduct Issues and Reporting:** http://www.pdx.edu/dos/conduct
- **Questions About Students With Disabilities:** http://www.pdx.edu/drc/
- **C.A.R.E. Team:** http://www.pdx.edu/dos/care-team
- **Additional Faculty and Staff Resources:** http://www.pdx.edu/dos/faculty-and-staff-resources