

# ATHENS STATE UNIVERSITY NEW EMPLOYEE ORIENTATION CHECKLIST

NAME \_\_\_\_\_ DATE OF EMPLOYMENT \_\_\_\_\_

An employee beginning employment with Athens State University must check in with the areas listed below at the time of employment. It is not necessary to check with each area in numerical sequence; however, all items must be completed and signed by designated individual before returning form to the Human Resources Office. Please ask the **Department** to mark N/A on all items that do not apply.

Department	Signature	Date
<b>Security: (ext. 222)</b> <ul style="list-style-type: none"> <li>• Parking Permit Issued</li> <li>• Building Access Badge</li> <li>• Employee Badge</li> </ul>	   	   
<b>Information Technology: (ext. 323)</b> <ul style="list-style-type: none"> <li>• Network Status</li> <li>• E-mail Access Status</li> <li>• Website Status (Include on the ASU website)</li> </ul>	   	   
<b>Library: (ext. 218)</b> <ul style="list-style-type: none"> <li>• Library orientation</li> </ul>	 	 
<b>Telecommunications: (ext. 206)</b> <ul style="list-style-type: none"> <li>• Receive telephone extension</li> <li>• Voice Mail Training</li> </ul>	  	  
<b>Payroll: (ext. 302)</b> <ul style="list-style-type: none"> <li>• All Payroll paperwork returned, including tax forms, insurance, and retirement information</li> </ul>	 	 
<b>Human Resources: (ext. 224)</b> <ul style="list-style-type: none"> <li>• Letter of Appointment returned</li> <li>• Summary of Benefits</li> <li>• Complete Ethics Training (<a href="http://www.dpe.edu/ethics">www.dpe.edu/ethics</a>)</li> </ul>	   	   
<b>Maintenance: (ext. 239)</b> <ul style="list-style-type: none"> <li>• Receive all keys (Please do not swap office keys with anyone before seeing the Maint. Dept.)</li> </ul>	 	 
<b>Acad. Aff., for Faculty: (ext. 112) or Hum. Res., for Staff: (ext 224)</b> <ul style="list-style-type: none"> <li>• Official transcripts on file (where applicable)</li> </ul>	 	 

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date