



DEPARTMENTAL CHECK LIST – NEW EMPLOYEES

- Send Employee to Human Resources to complete employment paperwork. **Inform employee he/she must be able to provide documents that establish identity and employment eligibility.**
*Examples of acceptable documents are:
 - U.S. Passport *or*
 - Driver's license or Student ID **&** Social Security Card or Certified Birth Certificate *or*
 - Lawful Permanent Resident Card *or*
 - Documents establishing employment eligibility for non U.S. citizens*Contact Human Resources for a complete list of acceptable documents.
- Inform employee he/she will need to bring a voided check to HR to complete the mandatory Direct Deposit Form**
- Complete PNF for new employee and send to Human Resources
- Department Welcome – Conduct tour of department and other facilities
- Provide employee with copy of Job Description
- Provide employee with keys (if applicable) Employee must register keys with Lori Ormel Stone – ME214 – 864-7490 – lastone@loyno.edu
- Review scheduled work hours, lunch period/breaks, attendance/absence policy, time sheet procedures
- Provide employee with payroll schedule and timesheet(if applicable)
- Telephone Procedures – Call IT Help Desk @2255.
- Mainframe Access Procedures (if applicable) – Contact Stephen Lousteau – lousteau@loyno.edu

Note: E-Mail address will be automatically generated after the new employee is entered into the payroll system.