

NEW EMPLOYEE REMINDERS & CHECKLIST

Prior to Start Date

- Sign appointment letter via Adobe Sign
- If benefits eligible, accept and confirm the benefits meeting date with Human Resources (check your personal and/or Geneseo email)
- Complete New Hire Forms via Adobe Sign(link sent to you in Human Resources benefits meeting email)**
- Talk with your supervisor about how to set up e-mail and other account permissions that you might need
- Talk with your supervisor about how to get an Employee ID card and obtain building access
- Talk with your supervisor about obtaining a parking sticker
- Confirm start date, time, location, and parking with your supervisor

First Day

- If you haven't already, you must complete your new hire paperwork via Adobe Sign
- Meet with Benefits Administrator at scheduled time via virtual Teams Meeting
- If you haven't already obtained your employee ID, go to Blake Hall A, Room 108 for employee ID and Schrader Hall, Room 19 for parking sticker
- Meet with your supervisor to get familiar with office and building; review job description, outline of duties and expectations
- Register and login in to NY Alert at geneseo.edu/NY-alert
- Set up voicemail
- Learn about your building! Where are the restrooms? Are there water fountains?
- Take a campus tour with your supervisor!

First Week

- Talk with your supervisor about priorities and first tasks
- Talk with your supervisor about time and attendance, how to submit time off requests and how to do your timesheet in the SUNY Time & Attendance System
- Get to know your department and team members
- Become familiar with the organizational structure
- Familiarize yourself with the SUNY Geneseo mission and values

First Month

- Biz Library Training – You will receive emails from HR to complete the following online trainings:
 - Haz/Com and Right to Know
 - Getting Real About Workplace Violence
 - Workplace Substance Abuse
 - FERPA
 - Child Sexual Abuse Recognition & Prevention
 - Sexual Harassment Prevention
 - Comprehensive Ethics Training Course
- Within 30 days of hire, review and complete your performance program with your supervisor. Send signed performance program to HR
- Review the process related to the probationary period (classified only)
- Discuss evaluation and review process using monthly evaluation form and annual performance evaluation- CSEA found at www.geneseo.edu/hr/forms (classified only)