Pre- Hire/At Time of Offer

1. [Offer summary form](https://www.geneseo.edu/hr/forms) may be used to solidify the details of the offer. It is not an official contract. Once an offer has been verbally accepted the Vice President’s office should complete the **Hiring Proposal** in the [OES](https://jobs.geneseo.edu/hr/), if the employee was hired via a search.
2. Pre-employment Background Investigation, all offers are contingent upon a successful background investigation, candidate completes [form](https://www.geneseo.edu/sites/default/files/sites/hr/HR_Backgroundinvestigationrelease.pdf) and sends to HR for processing.
3. Salary may not exceed the amount approved by cabinet.
4. Start Date must be at the beginning of a payroll period, review the [Faculty and Staff Payroll Calendar of Deadlines](https://www.geneseo.edu/hr/payroll_calendars).
5. GER form and draft contract letter, must be received in Human Resources by paperwork deadline date see [Faculty and Staff Payroll Calendar of Deadlines](https://www.geneseo.edu/hr/payroll_calendars).
6. [LAG payroll](https://www.geneseo.edu/hr/faqs): Employees are paid every two weeks, when they begin to receive checks. Since, NYS pays two weeks after the payroll period ends, a new employee will receive their first paycheck approx. one month after starting.
7. Initial term – one year (recommended) up to three years (for most appointments):[Term appointments and relationship to notice dates](http://www.suny.edu/media/suny/content-assets/documents/boardoftrustees/SUNY-BOT-Policies-June2014.pdf).
8. Sick/Vacation/Holiday accruals – are contract negotiated: [UUP/MC overview](https://www.geneseo.edu/sites/default/files/sites/hr/TA_Unclassified%20Service%20Accrual.pdf), [CSEA/PEF overview](https://www.geneseo.edu/sites/default/files/sites/hr/TA_Classified%20Service%20Accrual.pdf)
9. [New hire benefits and retirement info](https://www.geneseo.edu/hr/benefits)
10. Union Contract, Dues and Union provided benefits: employee should contact their individual bargaining unit for details.
11. Moving expenses – contact Administration and Finance x5606
12. [Cell phone allowance](https://wiki.geneseo.edu/display/cit/Cellular%2BPhone%2BPolicy)
13. Office Equipment and Furniture- contact Purchasing and Central Services x 5100
14. Orientation- An orientation will take place with Human Resources. A new hire packet is mailed to the employee with their contract letter. The contract letter requests that the employee call Human Resources to schedule an orientation.
15. All new employees must report to Human Resources on the *first day* of employment to complete an I-9, verification of eligibility of employment.

Items to Complete Post Hire

1. [Keys/Access Control](https://www.geneseo.edu/adminsystems/administrative-systems)
2. [Signage](https://www.geneseo.edu/purchasing/office-supplies)
3. [Business cards/Letterhead/Envelopes](https://www.geneseo.edu/purchasing/business-cards-letterhead-and-envelopes)
4. [Parking pass](https://www.geneseo.edu/pts/parking-decals-permits)
5. [Faculty/Staff ID](https://www.geneseo.edu/cas/id-services2) and [FAST Account](https://www.geneseo.edu/cas/fast-account)
6. [Computer Information Technology](https://wiki.geneseo.edu/pages/viewpage.action?pageId=66224910)
7. [Telephone](https://jira.geneseo.edu/servicedesk/customer/portal/2/create/42)
8. [Timesheets](https://www.geneseo.edu/hr/time)
9. [Direct Deposit](https://www.geneseo.edu/sites/default/files/sites/hr/DirectDeposit.pdf)
10. [Performance Program](https://www.geneseo.edu/hr/forms)- within 30 days of hire