Pre- Hire/At Time of Offer

1. The Cabinet Level authority’s office (e.g.: VP, Provost, Chief Communications and Marketing Officer, Chief Diversity Officer) should complete the **Hiring Proposal** in the OES and consult with HR on the salary to be offered. Once HR has approved the Hiring Proposal, the offer may be extended. The [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.
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 should be in line with the agreed upon range and may not exceed 10% above the median of the approved range. Approval must be granted by the VP of Finance and Administration for any exceptions. The President has the final approval.
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. Onboarding Portal – The new hire is sent an email with links and a log in to the onboarding system. This covers policies and procedures, startup paperwork, and a new hire checklist. The hiring manager also received a new hire checklist.
7. [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.
8. Initial term – one year (recommended) up to three years (for most appointments).
9. 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)
10. [New hire benefits and retirement info](https://www.geneseo.edu/hr/benefits)
11. Union Contract, Dues and Union provided benefits: employee should contact their individual bargaining unit for details.
12. Moving expenses – contact Administration and Finance x5606
13. [Cell phone allowance](https://wiki.geneseo.edu/display/cit/Cellular%2BPhone%2BPolicy)
14. Office Equipment and Furniture- contact Purchasing and Central Services x 5100
15. 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.
16. 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/Forms/DirectDeposit.pdf)
10. [Performance Program](https://www.geneseo.edu/hr/forms)- within 30 days of hire