

# Onboarding Checklist for Supervisors

Supervisors must coordinate with the Office of Employee Engagement and other appropriate offices to ensure that their new employee has the proper access and equipment to begin work on their first day.

**Supervisors must ensure all steps are completed BEFORE the employee's first day of work:**

**A. Request Computer, Phone, System Access and Email: (IT)**

Complete New Employee User Account Request Form: <http://goo.gl/forms/WJZJkniOrg>

**B. Software: (IT)**

Requests for specific software should be made to IT by emailing: [tech-purchase@daemen.edu](mailto:tech-purchase@daemen.edu)

**C. Onboarding: (Employee Engagement)**

Ensure your new hire completes the following:

<https://www.daemen.edu/about/working-daemen/new-hire-information-procedures>

- Offer Letters/Contracts: New hires must sign and return their offer letter/contract to the Employee Engagement Department prior to first day of employment.
- ADP Onboarding and Background Check: New hires must complete all aspects of the onboarding process with ADP (personal information, taxes, I9, etc.)
- I-9 Verification: New hires must provide required documentation supporting their identification and employment eligibility for their I-9 Form.

**D. Daemen ID Card: (Campus Safety)**

Direct your new hire to the Campus Safety Office in Wick to obtain their required Daemen Campus ID.

*They must wait 24 hours after activating their Daemen email address before they can obtain their ID from Campus Safety; this can be done at the same time they pick up their parking pass – see below.*

**E. Parking Pass: (Campus Safety)**

Direct your new hire to apply for a Daemen parking pass on-line if they have a vehicle they will be parking on campus: <https://www.permitsales.net/DaemenCollege> . *They can pick up their parking pass at the Campus Safety Office in Wick.*

**F. Building Access: (Campus Safety / Facilities)**

Accompany your new hire to the Maintenance Building (located behind Caravan Hall) to pick up the key(s) to their office. If their building access is via their Daemen ID card, the supervisor must email [campussafety@daemen.edu](mailto:campussafety@daemen.edu) to authorize access. This can be done the first day of employment.

**G. Prepare Your New Hire's Work Area:**

- Check with IT to ensure computer and phone is set up and accounts have been created.
- Inspect work area to ensure desk, chair, lighting, trash can, and computer are in place and workspace is clean.
- Ensure work area has supplies, i.e. pens, paper, stapler, post it notes, tape, etc.