**Employee Name/#       Dept./Position:**

**Date of Hire:**

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| **Human Resources Manager** |
| ☐ Initiate Background Check  |
| ☐ Assign Payroll Number |
| ☐ Prepare offer letter |
| ☐ Remove job posting  |
| ☐ Meet with new employee for orientation / take picture / tour  |
| ☐ Issue keys. Have employee sign Key Release form. Update Staff master key log. |
| ☐ Process all new hire paperwork |
| ☐ Give Staff Acct. personnel file, EE Information Sheet & New EE Database Info form |
| ☐ Take picture of new employee |
| ☐ Email employee location of Staff Photo Directory, Form Finder & Access My Gov |
| ☐ Add to Medical Insurance FT  |
| ☐ Add to Life Insurance FT ☐ Add to Flex Spending |
| ☐ Enter medical/dental/life coverage (or waive coverage)  |
| **Administrative Assistant** |
| ☐ Prepare New Hire Packet – add exempt/non-exempt memo |
| ☐ Reserve Business Office conference room for the orientation |
| ☐ Enter into Weekly Schedule |
| ☐ Create Personnel file, evaluation file and green hanging file  |
| ☐ Create excel time sheets (current pay period until end of fiscal year) |
| ☐ Add tab to Time Record |
| ☐ Print time sheet (after Staff Accountant has entered EE into database) |
| ☐ Enter into New Hire Report  |
| ☐ Send Helpdesk ticket to create accounts:* Please create a Google account in the (exempt or non-exempt) organization per naming convention (first initial full last name) or for duplicates (full first name full last name)
* Add to all staff group, department email group (and manager group if applicable)
* For non-CIRC staff, create an Active Directory account and add to department group
* Issue access card
* For public service desk staff, contact consortia and request an ILS Login
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| ☐ Email Marketing to welcome in the News & Notes |
| ☐ Add to L2 listing on Reaching Across Illinois Library System  |
| ☐ Send L2 informational email |
| ☐ Email IT re: phone/voice mail set up and phone training  |
| ☐ Email Digital Services to schedule New Meeting Room training |
| ☐ Upload picture into Staff Photo Directory  |
| ☐ Print picture and hang in Staff Lounge |
| ☐ Create label for Business Office mailbox |
| **Staff Accountant** |
| ☐ Order name tag  |
| ☐ Enter new employee into database  |
| ☐ Complete PMC - HR signs off. Two PMC’s need to be completed (one is for payroll information/ include holiday & personal hours, the second is when medical/dental deductions start). Enter medical/dental elections in the database. |
| ☐ Enter new employee into Payroll Worksheet  |
| ☐ Add employee to Timesheet review 30 hour spreadsheet   |
| ☐ Follow up with employee regarding proof of car insurance |