

Employee Checklist

Welcome to Humboldt State University!

We are so pleased you will be joining the HSU community. Please review the items listed below as you prepare for your first day in your new position.

Employee Information

Name: _____ Supervisor/Lead: _____
Position: _____ Administrator: _____
Start Date: _____ Dept. Contact: _____

Preparing for Your New Position

- **Appointment Letter** Sign your Appointment Letter, and return it to Human Resources & Academic Personnel Services (HRAPS) with:
 - Please enter the required information requested via the [Candidate Information Form \(http://bit.ly/1sr6ASF\)](http://bit.ly/1sr6ASF) you will need to enter your Social Security number, date of birth, and the job title for your position.
 - You will also need to sign the letter acknowledging the acceptance of the position and return the letter by scanning and emailing (hsuhr@humboldt.edu) or faxing a copy to HRAPS at 707.826.3625; and return the original letter to HRAPS.
 - Your signed Confidentiality Statement
 - Your off-campus email address

You may also fax your signed letter back or call Human Resources 707.826.3625 with the necessary information. However, you are still required to return the physical letter with a wet signature.

-
- **Verify e-mail account access** Please verify that you are able to log into your HSU e-mail account. Once it has been created, your HSU e-mail address should be used as the primary e-mail for work-related communications between you and your department/campus.

For help resetting an account password or creating an e-mail alias, contact the Help Desk (826-HELP).

This checklist item may be a shared responsibility between the following roles: Employee, and Department Contact.

On Your First Day

- **Sign-up documents**

Before the end of your first day of work, make sure that you have received and understand your “sign-up” documents. These documents will vary depending on the appointment and are generally completed in the Human Resources & Academic Personnel Services (HRAPS) office in Siemens Hall 212:

 - Employee Action Request
 - Employee Information Request
 - I-9 with documentation
 - Social Security Card
 - Confidentiality Form- add HSU ID #
 - ID Card Request
 - Direct Deposit
 - Parking Permit Info Slip
 - Pay Warrant/Green & Gold Calendar
 - Union Information - CSUEU Packet; Unit 11 - sign-up sheet
 - Campus Policies Packet
 - Benefits/Sign-up Packet & HIPAA
 - Flex Cash & Dental/Vision Form
 - CalPERS 801 Form
 - Form 1083
 - Bring Information about your immediate family (spouse and child(ren)) such as legal names, social security numbers, and birthdates. This information may be needed for benefit forms/employee sign-ups.

This checklist item may be a shared responsibility between the following roles: Employee and HRAPS.

-
- **Background Check/Live Scan**

All new employees, those returning after an absence of more than 1 year, and current employees under voluntary consideration for a sensitive position are required to undergo a Background Check.

 - Background Checks are ordered by the Department from [Accurate Background](#). The new hire will receive an email from Accurate Background, and follow the embedded link to complete the required fields. For more information, see the [Background Check Packages](#) document, or visit the [Accurate Background Check Training Site](#).
 - [LiveScan Service Request Form](#) – **Please Note:** LiveScan fingerprinting is only required for positions with regular/unsupervised direct contact with minors. For all other employees, the Background Check would be ordered through the Department’s [Accurate Background](#) Account.
 - If LiveScan is completed on HSU campus, use the form linked above, with an HSU Chartfield String, available from your department.
 - If LiveScan is completed at a non-HSU California Live Scan agency, use the form linked above, and save receipts for the cost. Your department will reimburse the expense based on submitted receipts.

This checklist item may be a shared responsibility between the following roles: Department Contact and Employee.

HUMBOLDT STATE UNIVERSITY

- **HSU ID card** Have your photo taken and pick up your HSU employee ID card in the Library at the Circulation Desk. Bring your HSU ID Request form with you. (This Request form is provided by HRAPS with your sign-up documents.)

More information about HSU Campus ID cards, including hours of service, can be found on the [Campus ID Office website](#).

- **Pick up keys and/or Access Card** If your new position requires you to use hard keys or Access Cards, your department will request these for you. You may call Facilities Management (826-3646) to check on the status of requested keys or cards.

Keys and Access Cards can be picked up from the Facilities front office during regular business hours. You must bring a photo ID with you when you pick up your key(s)/card(s).

Welcome and Orientation

- **HSU Resource Guide** Review HSU's Resource Guide on the "*Welcome to Humboldt*" website (**work in progress; planned for future release**).

This checklist item may be a shared responsibility between the following roles: Department Contact, Buddy, and Employee.

- **New Employee Orientation** You will receive an invitation from HRAPS to participate in an Employee Orientation.

This checklist item may be a shared responsibility between the following roles: HRAPS and Employee.