

SEATTLEU

New Temporary Employee Onboarding Checklist

NOTE: Not all of these steps apply to every temporary assignment. This document is provided to you as a resource. If you have questions that not answered below, contact HR at x5870.

| | What | Who | When | How |
|--------------------------|---|------------|----------------------------|--|
| <input type="checkbox"/> | Request building access, if needed | Department | Prior to start date | Building Access Request Form |
| <input type="checkbox"/> | Grant T:Drive Access, if needed | Department | 2-3 days before start date | Contact the HelpDesk x5571 |
| <input type="checkbox"/> | Meet with HR, if necessary. NOTE: This step <u>may</u> not apply to those who have had temporary assignments with SU previously. HR will notify you if paperwork is needed on employee's first day and arrange a time. | Employee | 1 st day | Employee reports to HR, Rianna Building on his/ her start day to complete new hire paperwork. |
| <input type="checkbox"/> | Review work schedule, dress code, etc. | Supervisor | 1 st day-week | Review work schedule, dress code, etc. specific to department |
| <input type="checkbox"/> | Review payroll calendar and how to submit time sheets | Supervisor | 1 st day-week | Review how to fill out and submit time sheets. More information can be found on the Controller's website . Contact Payroll for questions (x5880). |
| <input type="checkbox"/> | Transportation | Employee | 1st day-week | Contact Transportation to discuss transportation options for a temporary employee (x5992). NOTE: Since temporary employees are not eligible for benefits, their options will differ from permanent staff members. |