



Name: \_\_\_\_\_

Date: \_\_\_\_\_

### CSUEB Department Checklist for New Employees

DEPARTMENT CHECK-LIST	Resources	Completion Date
1.	When candidate is offered position, advise offer is contingent upon results of LIVESCAN	Email from HR with OK to hire
2.	Confirm LIVESCAN results	Verify receipt of email from Risk Management or contact HR manager for results. Process: If results 'clear' an email is sent to hiring manager and HR manager. If results 'not clear' results sent to HR Associate Vice President who contacts hiring manager. Can take up to 30 days, generally results are much sooner
3.	Reply to the OK to hire email with your answers to the requested information	Call Josie Robles (5-7503) in HR with your new employee's date of birth, SSN, and any updated information. (This information is mandatory to generate an Employee ID)
4.	Send new hire initial Employee Checklist via email	Department Hiring Manager
5.	Once an employee ID is generated and the new employee's information is inputted into PeopleSoft, generate an eSAF/eFAF	<a href="https://webapps.csueastbay.edu/secure/eSAFeFAF/">https://webapps.csueastbay.edu/secure/eSAFeFAF/</a>
6.	Generate an eSARF for access to systems, such as mandatory training(s), Singularity, PeopleSoft, etc.	eSARF ( <a href="https://webapps.csueastbay.edu/secure/eSARF_info/InitiatorGuide.cfm">https://webapps.csueastbay.edu/secure/eSARF_info/InitiatorGuide.cfm</a> )  <a href="https://webapps.csueastbay.edu/secure/eSARF/">https://webapps.csueastbay.edu/secure/eSARF/</a>



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7.	Computer/Lap Top	<p>If new computer, open a service desk ticket - request new computer / software / connection to printer.</p> <p>If existing computer, open a service desk ticket – configuration/software request and updates in existing computer – include property tag number/location in the service desk ticket.</p> <p><a href="https://www20.csueastbay.edu/its/service-desk">https://www20.csueastbay.edu/its/service-desk</a></p>	
8.	Key requests / Access credentials	<p><a href="http://www20.csueastbay.edu/af/departments/facilities/files/docs/employee-key-request-form.pdf">http://www20.csueastbay.edu/af/departments/facilities/files/docs/employee-key-request-form.pdf</a></p>	
9.	Telephone request	<p>Service ticket <a href="https://www20.csueastbay.edu/its/service-desk/service">https://www20.csueastbay.edu/its/service-desk/service</a> or\  <a href="https://www20.csueastbay.edu/its/service-catalog/services/e-mail-comm/telephone/telephone-set.html">https://www20.csueastbay.edu/its/service-catalog/services/e-mail-comm/telephone/telephone-set.html</a></p>	
10.	Business Cards	Department Administrative Support	
11.	Office signage	Facilities (No specific contact) 510-885-4444	
12.	Furniture/Chair	Furniture: <a href="mailto:jill.millican@csueastbay.edu">jill.millican@csueastbay.edu</a> ; Chairs: <a href="mailto:lisa.booker@csueastbay.edu">lisa.booker@csueastbay.edu</a>	
13.	If Defensive Driver Training is required	<p>If you have any questions, please contact Ann Marie Rivas or Jill Millican at <a href="mailto:ann.rivas@csueastbay.edu">ann.rivas@csueastbay.edu</a> or <a href="mailto:jill.millican@csueastbay.edu">jill.millican@csueastbay.edu</a></p>	
14.	Confirm completion of FERPA and SAT Training	Email: <a href="mailto:infosec@lists.csueastbay.edu">infosec@lists.csueastbay.edu</a>	



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15.	Contact Risk Management to request Sexual Harassment Prevention training for employees in supervisory roles	Contact <a href="mailto:jill.millican@csueastbay.edu">jill.millican@csueastbay.edu</a> for the training link. Must provide Employee's Name, Net ID, Department , Employee's Job Title and email address
16.	If FACULTY, assign courses in PeopleSoft	For FACULTY ONLY
17.	Department welcome orientation	Staff introductions, department and office tour, location of copier(s), printer(s), fax machine, supply resources, lunchroom, restroom, emergency exits, staff locations, pay schedule, absence reporting, subscription to email listservs , department culture (i.e. relevant meeting schedules, etc.)
18.	Computer, lap top, phone system, system access (PeopleSoft, BlackBoard, etc.)	Create a Service Help Desk Ticket <a href="https://www20.csueastbay.edu/its/service-desk/service">https://www20.csueastbay.edu/its/service-desk/service</a>
19.	<u>Important Notes:</u> Performance evaluations are to be conducted in accordance with the appropriate collective bargaining agreement	<a href="http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml">http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml</a>