# New Employee Checklist

## EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start date:</th>
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</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Supervisor:</td>
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### Before a new employee begins his or her career at USFSP, they should…

- Complete your application by entering your social security and birth date in Careers.
- Sign your letter of offer.
- Review the Chancellor’s Welcome Address, Employee hand book and Benefits Orientation online presentation.

### FIRST DAY (Employees)

- Obtain a temporary parking decal (issued by Cashier's office located in Bayboro lobby). Please visit Parking Services (http://www.stpete.usf.edu/parking_services/index.htm) to find about parking rates and how to obtain a permit.
- Schedule a date and time for Benefits and Retirement Orientation (you have 60 days from the effective date of hire to enroll in health and supplemental insurance plans and 90 days to select retirement plans).

### FIRST DAY (Supervisors)

- Introduce new employee to team members.
- Discuss initial job assignments and training plans.
- Review job description, if appropriate, and discuss performance expectations and standards.
- Clarify work schedule and hours.
- Explain:
  - Payroll timing
  - Timesheets (if applicable)
  - Leave policies and procedures
  - Requesting Vacation and sick leave
  - Safety and Security process (USFSP Police dispatch #3-4140)
  - Confidentiality
  - Email and internet use.
During the first two weeks at USFSP, new employees you should……

- Purchase your USFSP identification card (within 24 to 48 hours from the date of hire). Procedures for obtaining a USFSP identification card are as follows:
  - Legal identification (passport, driver’s license, or State/Government Photo Identification card) must be presented to obtain an ID.
  - Faculty, and staff IDs require a copy of their letter of offer from the University or a copy of their appointment status papers.
  - Customers may pay with Visa/MasterCard (debit or credit) or check. The first card is $10.00 and replacement card is $15.00.

- Activate your USF NetID and email address . within 24 to 48 hours from the date of hire
  - Sign up at the USF NetID website (http://netid.usf.edu).
  - Follow the on-screen instructions carefully.
  - The process of signing up for a NetID will automatically provide you with a “mail.usf.edu” account.
  - If you need assistance with activating your NETID, you may visit the computer lab on the second floor of Bayboro Hall, room 226, and request help from a lab assistant or call the Academic computing Help Desk of USF Tampa at 813-974-1222.
  - All USF Gmail accounts are accessible through the Google Apps at (http://mail.usf.edu/) for best performance; use a standards-compliant Web browser such as Firefox or Safari.

- Submit application online for permanent parking decal (http://www.stpt.usf.edu/parking_services/) or visiting the Cashier’s office located on the first floor in Bayboro Building

- Attend Benefits and Retirement Orientation with the HR Benefits Administrator. You have 60 days from the date of hire to select benefits and 90 days to select retirement plans and options.

- Check out USFSP Human Resources Perks webpage at (http://www.stpt.usf.edu/adminservices/human_resources/benefits/EmployeePerks.htm) to take advantage of discounts in and around St. Petersburg, Florida and the surrounding areas.