NEW HIRE CHECKLIST
Human Resources Department

| NAME |
| DEPARTMENT |
| POSITION |

1. Confirm job offer with Human Resources
   - Human Resources determines salary placement and will contact you with the details of the offer
   - You will receive job offer confirmation letter & employment paperwork
   - Human Resources will notify all parties involved in your hiring process once the offer is finalized

2. Fingerprints: schedule appointment with District Police (707.527.1000)
   - Go to Human Resources prior to your appointment to have fingerprint forms reviewed
   - Human Resources will notify you when your clearance is received (start date is contingent on fingerprint clearance)

3. Pre-employment Physical: Human Resources will contact you to schedule this appointment
   - Only applicable for positions which have physical requirements; physical is scheduled after fingerprints are cleared
   - Human Resources will notify you when your clearance is received (start date is contingent on clearance)

4. Submit employment paperwork to Human Resources
   - Sign offer letter & return with other paperwork
   - Once your paperwork is turned in, you will be entered into Human Resources Employee System and assigned an I.D. #
     (I-9 form must be completed and fingerprints cleared prior to an I.D. # being assigned)

5. Parking permit
   - Form to request permit is available in the Accounting Office
   - Fee is $120/year for full-time employees and $60/year for employees working 50% time or less

6. Confirm start date
   - Once fingerprint and/or physical clearances are received, contact your immediate supervisor to confirm start date
   - Supervisor will inform Human Resources of agreed upon start date to initiate payroll and other processes.

7. Board approval
   - Your employment will be confirmed by the Board of Trustees once your start date is confirmed
   - You will receive a letter with confirmation of Board approval

8. Sign up for SRJC e-mail account
   - Human Resources will contact you with I.D. # to sign up for SRJC e-mail account
   - Go to www.santarosa.edu/outlook

9. Benefits Orientation
   - If your position is eligible for benefit coverage, Human Resources will meet with you to discuss benefit coverage
   - Benefits are effective the first of the month following your start date
   - You will have 30 days to elect a medical plan and elect coverage for other benefits (dental, vision, etc.)

10. Building access & work station
    - If applicable, contact your immediate supervisor to get a key/swipe card for your work location and for office/computer setup

11. Work Calendar
    - If applicable (for positions that work less than 12 months/year), work with your supervisor to do a work calendar

12. Educational Administrator Contract
    - If applicable, you will receive a contract with the terms of your assignment from Human Resources

13. Faculty Assignments: Confirmation Letter and Web Access
    - You will receive a letter with the terms of your assignment each semester from Scheduling
    - Faculty Portal: go to http://www.santarosa.edu/ and follow the instructions for access to the portal.
    - Course Management System: log into https://santarosajc.instructure.com/ with your Portal credentials to access your Canvas course shells.

14. Pay period
    - Payday is once a month on the last working day of the month
    - You can elect for direct deposit (form given at benefits orientation); one month delay on direct deposit
    - If start date is after the payroll cutoff date (generally around the 15th of the month), pay for that month will be included in the following month’s paycheck

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