

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. SRJC e-mail account
 - ⇒ IT will automatically generate a District email for you
 - ⇒ You will receive an email from IT with information on activating your email

- 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