

FM ONBOARDING CHECKLIST

SUPERVISOR GUIDE

Note: It is your responsibility as the supervisor to guide your employees through the onboarding process. Please refer to the employee's onboarding booklet to help them achieve all of the necessary pieces. Do not simply give this guide to the employee – use it to help you provide them with the proper guidance.

Remember: Follow-up with your new employees during the first 90-days.

- New Hire Sign-up completed via FM Payroll – contact Jean Pangborn or Anna Hume
 - I-9, Direct Deposit, W-4
- Parking passes can be purchased at the Transit Office (Bus Stop) or online at parking.okstate.edu
 - Parking passes may be deducted from paycheck
 - Parking lots are enforced by Parking services (exception FAPC)
- FM website contains:
 - AiM guides, HR forms, newsletters, policies and procedures, etc.
- OSU policies may be found online at hr.okstate.edu/policy_proced
 - Other HR information may be found at hr.okstate.edu
- Supervisor must provide employee with job description; they are found:
 - Cornerstone job requisition/posting
 - Department Admin
 - HR Consultant
- Personal Protective Equipment (PPE) which is necessary to safely perform work, should be provided from the first day. If PPE is not yet available, do not have them start work.
- OSU employee IDs can be found in Classroom Building 4th floor, room 421.
 - OSU student/employee IDs all function the same.
- FM ID can be obtained by visiting the Sign Shop in FMN and having your photo taken.
- Key requests/assigns can be made through the Key Shop in FMN.
 - Supervisors make the request on the employee's behalf
 - Employees sign them out
- Employees will need to access <http://okey.okstate.edu> to activate their okey
 - Requests for help need to be done through OSU-IT
- OSU-provided work equipment
 - Supervisors may check out tools, vehicles, etc.
 - Clarify expectations about the conditions they must be kept in along with when such things should and shouldn't be used.
 - What to do in an accident or if a tool gets lost or broken
- Employee sign into AiM – contact FM-IT regarding issues
 - Demonstrate how to process work orders
- Employee sign into Self-service at <http://my.okstate.edu>
 - Time-cards/leave reports
 - W-2
 - Benefits information

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- Specific role training:
 - Supervisors/department leaders may need to provide training on specialized equipment or software
 - Additional AiM training can be requested through FM-Bus Ops (Jenelle Feddersen)
 - OK Corral and AiM training can be requested through FM-Bus Ops (Tiffany Munday)
 - Performance review training can be requested through FM-HR (Tim Sullivan)
- FM New Employee Orientation – scheduled for the 1st Wednesday of every month
- Benefits Orientation w/ HR – schedule through HR Talent Development (Toby Tucker)
 - Benefits Orientation will provide employees with the information needed to make their benefits selections. Selections must be made within 30 days of hire date.
- Title VII and Title IX training – schedule online at <http://talent.okstate.edu>
- Customer Service Training – schedule online at <http://talent.okstate.edu>
- Personal Development Opportunities
 - Explain training opportunities available
 - Skilled training
 - Promotional training for CDP
 - On the job training – such as an apprenticeship
 - Discuss probable promotional pathway
 - CDP or otherwise
 - Remark on Employee Tuition Waiver Program
 - Policy 3-0744 University Enrollment for Staff
 - Found at hr.okstate.edu/policy_proced
- Dependent Tuition waiver found at hr.okstate.edu/employee-dependent-child-waiver-benefit
- FM Customer Request Portal – demonstrate how work order requests are made by customers