

## Checklist for Permanent Classified and Professional Staff Arriving in SEFS (New or Transferring)

### Employee responsibilities

- During Week One, review on-line orientation at <http://www.washington.edu/admin/hr/roles/newee/benorient/index.html>, which provides an overview of basic services and policies, including benefits, transportation options, leaves and holidays, workplace health and safety, personal safety, affirmative action, acquisition of Husky Card, and computing policies/procedures [UW NetID; email; MyUW; Employee Self-Service (ESS)].
- Update address in Employee Self Service (ESS); update campus information if transferring within UW.
- As outlined in the on-line orientation, set up UWNNetID and email account.
- As outlined in the on-line orientation, sign up for benefits within 31 days of start date.
- As outlined in the on-line orientation, certify completion of orientation in order to receive Husky Card.
- As outlined in the on-line orientation, register for Sexual Harassment Prevention class.

<b>Department responsibilities</b>	Supervisor	Beverly Anderson	Pat Saunders	Carrie Cone	Theresa Santman	SEFSPAY Beverly Anderson	SEFSIT Dir Marc Morrison	CMU Dir Karl Wirsing	Margie Cooper AND107
<input type="checkbox"/> Notify SEFS Payroll, SEFSIT, and Director of Communications of appointment		X							
<input type="checkbox"/> Process OPUS action to add appointment and/or change Home Dept				UWBG		All except UWBG			
<input type="checkbox"/> Make new OWLS record				UWBG		All except UWBG			
<input type="checkbox"/> Provide access to network, lists, etc.							X		
<input type="checkbox"/> Set up computer station							X		
<input type="checkbox"/> Update directory								X	
<input type="checkbox"/> Clarify job duties and performance expectations, performance appraisals	X								
<input type="checkbox"/> Clarify terms of employment (probationary period/salary)	X								
<input type="checkbox"/> Clarify work schedule/breaks/overtime protocol	X								
<input type="checkbox"/> Clarify time & leave reporting/paydays/direct deposit	X								
<input type="checkbox"/> Clarify requesting time off	X								
<input type="checkbox"/> Clarify labor contract/dues obligation (if applicable)	X								
<input type="checkbox"/> Complete key request	X								
<input type="checkbox"/> Distribute keys			Pack Forest	UWBG	ONRC				Upper campus
<input type="checkbox"/> Request phone services as needed	X								
<input type="checkbox"/> Implement requested phone services		X							
<input type="checkbox"/> Assess need for ProCard and/or Travel Card	X								
<input type="checkbox"/> Assess need for SecurID	X								
<input type="checkbox"/> Arrange ProCard, Travel Card, SecurID, as needed		X							
<input type="checkbox"/> Arrange UWATS account as requested by supervisor		X							
<input type="checkbox"/> Arrange access to Keynes as requested by supervisor		X							
<input type="checkbox"/> Arrange Financial Desktop access as requested by supervisor		X							
<input type="checkbox"/> Arrange OASIS access as requested by supervisor		X							

**Note: To add/delete/correct any of this information, please contact [bj@uw.edu](mailto:bj@uw.edu).**