

Sample Departmental Check List for New Hires

Complete?	To Do	Details
	Personnel Action Form to HR before employee starts work (MS 92 or 3rd floor of the Cambridge Office Building)	Can print an "already started" copy from RICEWorks (see "Get Reports" link in Hiring Packet section).
	Send/escort new employee to HR on 1st day of employment to complete employment documents.	3rd floor of the Cambridge Office Building. Remind employee to bring signed offer letter and required documents noted in the offer letter.
	Identification Card	Available from RUPD; will have to complete all HR paperwork before ID card can be given to employee.
	Job Description	Provide each new employee with a copy of their job description. Discuss duties and expectations early!
	Sign up for Benefits if benefits eligible.	Must sign up within first 31 days of employment or you will be automatically enrolled in the HMO plan (employee only) with coverage being effective the first of the following month of 31 days from your date of hire. You may contact a member of the benefits team at 713-348-2363 or benefits@rice.edu with any questions. Benefit information is also available online at http://people.rice.edu/benefits.aspx
	IT Net ID Account and E-mail Setup	https://mynetid.rice.edu Employee must access site and authenticate account.
	Provide copy of campus map or provide link to on-line map.	On-line at: http://www.rice.edu/maps/maps.html
	Parking Registration	http://parking.rice.edu/ May register on-line. Office is located in underground garage of Jones Graduate School.
	Building access	Contact RUPD to setup building access (via ID Card) for new employee.

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	Phone and Voice Mail Setup	Telecommunication/IT – very helpful website at http://it.rice.edu/telephone/
	Computer & Desktop Setup	Contact your department's IT Desktop Support Specialist.
	Banner Accounts & Training	Account form located at http://admsys.rice.edu/forms/securityagreement.pdf Training details available at http://admsys.rice.edu/train.html
	VPN Setup or Additional IT accounts	Does your new employee need a VPN account in order to work remotely? Are there other special IT accounts or services that your employee should have established? Contact IT to request accounts be setup.
	P-Card Application	Available at https://professor.rice.edu/uploadedFiles/Professor/Finance/Controllers_Office/PCard%20Application.use.pdf
	Signature Card	Contact Payment Solutions to get Signature Authority card setup for new employee (if needed). Gives authority for signature on invoices, purchase orders, etc.
	Payment Solutions Training	Training schedule available at http://professor.rice.edu/professor/Training.asp
	Esther Account	Rice's online employee information and self-service website. Employees can access pay stubs, update addresses, etc. Initial pin/password is mailed from Rice's Benefits team to the employee in the department. Must reset password first time into site. https://esther.rice.edu

Complete?	To Do	Details
	RICEWorks Account	<p>Online job description and hiring system. Employees involved in the hiring process will need an account. Employees needing accounts should initiate the request at the RICEWorks site, https://jobs.rice.edu/hr</p> <p>Account will not be activated until approved by the appropriate department contact.</p>
	Record Keeping & Forms	<p>All Rice employees are responsible for tracking and maintaining their own Time & Attendance Records. For exempt employees, please click here: http://people.rice.edu/comp/recordkeeping/</p> <p>Nonexempt staff may track their hours worked and benefit time in ESTHER via web time entry. For assistance with web time entry, click http://professor.rice.edu/professor/Guidelines_and_Procedures7.asp#WTE_bottom or contact Payroll at x3410. For questions about benefit time, contact Benefits at x2363.v</p>
	Copier Codes	Does your office copier have a code? Does your new employee need it?
	Business Cards & Office Supplies	Ordered by the department as needed.
	Keys	Department manages keys.
	Office hours	Discuss with new employee.
	Contact information	Provide information on key contacts and who/when to contact for any unplanned, emergency absences.
	New Hire Orientation	<p>Each regular staff member (not temporary employees) is scheduled for orientation by the HR Recruiter. Orientation date is noted in the offer letter, and more information is provided once the employee begins work.</p> <p>http://people.rice.edu/Content.aspx?id=702</p>
	ACT (Administrative Career Training) & other HR Training	<p>ACT -- http://act.rice.edu/Content.aspx?id=379</p> <p>Other HR Training -- http://training.rice.edu/</p>

Complete?	To Do	Details
	ACT website and Answerbook	Main site, http://act.rice.edu ACT Answerbook, collection of helpful Rice information, http://act.rice.edu/Content.aspx?id=384
	SAC (Staff Advisory Committee) website	http://sac.rice.edu/
	Online training module for 'Preventing Sexual Harassment'	http://training.newmedialearning.com/psh/riceuniv/
	<i>What else do you need to add for your department?</i>	