

New Employee Orientation Checklist

- HR Paperwork completed (Contact person: Al Knox, knox.113@osu.edu)
- Added to Listservs and Constant Contact (Contact people: Jeff Bowman, bowman.12@osu.edu; Elaine Joy, joy.122@osu.edu; and Melanie Tracy, tracy.41@osu.edu)
- EHE account created and J Drive Access Requested (Contact Person: Jeff Bowman, bowman.12@osu.edu)
 - For initial log-in after creation, call OTEL at 614-247-8324 [Option 1] for EHE account credentials)
- [CITI Training](#) completed (Contact person: Project director/Supervisor)
- [COI Disclosure](#) completed (your project director/supervisor)
- FBI and BCIII Background Check Completed (Contact people: Project Director/Supervisor and Elaine Joy, joy.122@osu.edu)
- Swipe access to SFC granted (Contact person: Jeff Bowman, bowman.12@osu.edu)
- Office keys received (Contact person for SFC: Jeff Bowman, bowman.12@osu.edu; Contact person for Arps, Jacquelyn Severance, severance.15@osu.edu)
- Tour of CCEC received (Contact person: Elaine Joy, joy.122@osu.edu)
- CCEC Handbook signed (Contact person: Elaine Joy, joy.122@osu.edu)
- BuckID created (see <https://buckid.osu.edu/>)
- Parking pass purchased (see <http://www.campusparc.com/osu/>)
- Pay Calendar reviewed (<http://controller.osu.edu/pay/pay-home.shtm>)