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)