

New Hire Checklist for Managers/HR Representatives

Denotes Required *

Item (As Applicable)	How to Accomplish Task	Responsible Party
Complete ERS Hire/Transfer Form for Staff Hires*	<ul style="list-style-type: none"> • Manager on Hiring Req. receives an email with a link to the ERS Hire/Transfer form or log into ERS and complete under Candidate “forms” • Hire/Transfer Form completion instructions are at: http://www.hr.emory.edu/eu/managerstoolkit/ 	Manager/ HR Rep
Complete eHRAF for Faculty and non-ERS Post Doc Hires *	<ul style="list-style-type: none"> • Complete eHRAF at http://www.hr.emory.edu/hraf • eHRAF instructions are at: http://www.hr.emory.edu/eu/managerstoolkit/ 	Manager/ HR Rep
Online Orientation * <ul style="list-style-type: none"> • Exchange mail account • NETID activation • Emory Card Registration • Door Entry Requests (Prox) • Parking Information • New Hire ePaperwork <ul style="list-style-type: none"> ○ I-9 Form ○ Tax Withholding ○ Direct Deposit Form ○ Policy Signings 	<ol style="list-style-type: none"> 1. Go to: http://www.hr.emory.edu/Prestart to register the new hire for these services. 2. Manager will receive an Orientation Invitation email which must be forwarded to the New Hire. <p>Notes:</p> <ul style="list-style-type: none"> • Prestart access issues please call Kay Manning 404-727-7550 or kmannin@emory.edu • Check with your HR Rep in your division regarding who is responsible for Prestarting New Hires 	Manager/HR Rep and New Hire
Complete I-9 Form * (must be completed on or before Hire Date)	<ol style="list-style-type: none"> 1. Go to: http://www.hr.emory.edu/Prestart 2. View original employment authorization documents and complete I-9 Section 2 3. Fax copies of I-9 employment authorization documents to Data Services with Prestart generated fax cover letter. <ul style="list-style-type: none"> • I9 Section 2 must be completed on or before the New Hire’s Hire Date as required by Federal law. 	Manager/HR Rep and New Hire
Staff PeopleSoft Job and Benefits Setup* <ul style="list-style-type: none"> • Employee will get a blank PeopleSoft screen when logging into PeopleSoft until tasks are complete 	<ol style="list-style-type: none"> 1. Complete ERS Hire/Transfer Form as directed above 2. Complete I-9 form and fax I-9 documentation to Data Services as directed above 	Manager/HR Rep and New Hire
Faculty PeopleSoft Job and Benefits Setup* <ul style="list-style-type: none"> • Employee will get a blank PeopleSoft screen when logging into PeopleSoft until tasks are complete 	<ol style="list-style-type: none"> 1. Complete eHRAF as directed above 2. Complete I-9 form and fax I-9 documentation to Data Services as directed above 	Manager/HR Rep and New Hire

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Network Account Settings <ul style="list-style-type: none"> • Email Alias Selection • Password Changes 	Employee goes to: http://enid.emory.edu/myaccount Password resets can be requested at UTS service Desk: 404-727-7777	New hire
Parking hang tag or Alternative*	Go to Parking office and Transportation Services: Starvine Parking Deck at Clairmont campus (1945 Starvine Way, Decatur, 30033) Take Shuttle Bus: Route C or Route E http://transportation.emory.edu	New Hire
Emory Card Pickup*	New Hire uploads picture during Online Orientation and picks up card at Emory Card Office: Boisfeuillet Jones Building, Room 101	New hire
Campus Map	http://map.emory.edu	New Hire
PC set-up Request	UTS Service Request: http://help.emory.edu	Manager/HR Rep
Phone set up and Long distance access code	UTS Service Request: http://help.emory.edu	Manager/HR Rep
Cellular Phone or Pager	UTS Service Request: http://help.emory.edu	Manager/HR Rep
Blackberry, iPhone or other PDA	UTS Service Request: http://help.emory.edu	Manager/HR Rep
Copier machine code	Department designee	Manager/HR Rep
Business cards and Stationery	Emory Express Punchout AlphaGraphics: http://www.finance.emory.edu	Manager/HR Rep
Office supplies	Emory Express http://www.finance.emory.edu	Varies by dept.
P-Card	Finance Website http://www.finance.emory.edu	Manager/HR Rep
Order keys and additional Prox Card Access Requests	Emory Lock Shop - http://webfm.fmd.emory.edu/fmit/workRequest/Default.aspx	Manager
Department Email Announcement, introductions and Campus Tour	Varies by department	Manager
Review Dress Code	Varies by department	Manager
Holiday and Leave Policies	http://www.policies.emory.edu	Manager
Work hours, overtime policy, lunch hours, breaks*	http://policies.emory.edu/4.40 if paid biweekly	Manager
Performance and Development Plan*	Forms on HR Web Site: http://www.hr.emory.edu	Manager
Organizational Mission and Priorities	Link to The Strategic Plan Website: http://www.emory.edu/strategicplan	Manager

