

\* Denotes Required

ITEM (as applicable)	HOW TO ACCOMPLISH TASK	RESPONSIBLE PARTY
<b>Complete ERS Hire/Transfer Form for Staff Hires *</b>	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"  For assistance on completing the Hire/Transfer Form, contact your department recruiter	Manager/HR Rep
<b>Complete eHRAF for non-ETS temporary and non-ERS Post Doc Hires *</b>	Complete eHRAF at <a href="http://www.hr.emory.edu/hraf">www.hr.emory.edu/hraf</a>  eHRAF instructions can be found online at: <a href="http://www.hr.emory.edu/eu/hrreps/ehraf/ehrafmanual.html">http://www.hr.emory.edu/eu/hrreps/ehraf/ehrafmanual.html</a>	Manager/HR Rep
<b>Online Orientation *</b> <ul style="list-style-type: none"> <li>• Exchange mail account</li> <li>• NETID activation</li> <li>• Emory Card Registration</li> <li>• Door Entry Requests (Prox)</li> <li>• Parking Information</li> <li>• New Hire ePaperwork               <ul style="list-style-type: none"> <li>– I-9 Form</li> <li>– Tax Withholding</li> <li>– Direct Deposit Form</li> <li>– Policy Signings</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.hr.emory.edu/Prestart">www.hr.emory.edu/Prestart</a> to register the new hire for these services</li> <li>2. Manager will receive an Orientation Invitation email which must be forwarded to the New Hire</li> </ol> <ul style="list-style-type: none"> <li>• Check with your HR Rep in your division regarding who is responsible for Prestarting New Hires</li> </ul>	Manager/HR Rep and New Hire
<b>Complete I-9 Form *</b> (must be completed on or before Hire Date)	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.hr.emory.edu/Prestart">www.hr.emory.edu/Prestart</a></li> <li>2. Log in to Equifax via I-9 Management &gt; Equifax I-9 Management</li> <li>3. Search for new hire</li> <li>4. View original employment authorization documents, complete I-9 section 2 and attach a copy of the employment authorization documents</li> </ol> <p><b>I-9 Section 2 must be completed on or before the New Hire's hire date as required by Federal law</b></p>	Manager/HR Rep and New Hire
<b>Staff PeopleSoft Job and Benefits Setup *</b>  Employee will get a blank PeopleSoft screen when logging into PeopleSoft until tasks are complete	<ol style="list-style-type: none"> <li>1. Complete ERS Hire/Transfer Form as directed above</li> <li>2. Complete I-9 form and fax I-9 documentation to Data Services as directed above</li> </ol>	Manager/HR Rep and New Hire
<b>Faculty PeopleSoft Job and Benefits Setup *</b>  Employee will get a blank PeopleSoft screen when logging into PeopleSoft until tasks are complete	<ol style="list-style-type: none"> <li>1. Complete eHRAF as directed above</li> <li>2. Complete I-9 form as directed above</li> </ol>	Manager/HR Rep and New Hire
<b>Network Account Settings</b> <ul style="list-style-type: none"> <li>• Email Alias Selection</li> <li>• Password Changes</li> <li>• Pre-Start Access Issues</li> </ul>	Employee goes to: <a href="http://mynetid.emory.edu">http://mynetid.emory.edu</a> Password resets can be requested from LITS: 404.727.7777 or <a href="mailto:euhelp@emory.edu">euhelp@emory.edu</a>	New Hire

## Page 2 - New Hire Checklist for Managers / HR Reps

ITEM (as applicable)	HOW TO ACCOMPLISH TASK	RESPONSIBLE PARTY
<b>Parking hang tag or alternative *</b>	Go to Emory Transportation and Parking: Starvine Parking Deck at Clairmont Campus (1945 Starvine Way, Decatur, 30033) Take Shuttle Bus: Route C or Route E; <a href="http://transportation.emory.edu">http://transportation.emory.edu</a>	New Hire
<b>Emory Card Pickup *</b>	New Hire uploads picture during Online Orientation and picks up card at Emory Card Office: Boisfeuillet Jones Building, Room 101	New Hire
<b>Campus Map</b>	<a href="http://map.emory.edu">http://map.emory.edu</a>	New Hire
<b>PC set-up Request</b>	LITS Service Request: <a href="http://help.emory.edu">http://help.emory.edu</a>	Manager/HR Rep
<b>Phone set up and long distance access code</b>	LITS Service Request: <a href="http://help.emory.edu">http://help.emory.edu</a>	Manager/HR Rep
<b>Cellular Phone or Pager</b>	LITS Service Request: <a href="http://help.emory.edu">http://help.emory.edu</a>	Manager/HR Rep
<b>Blackberry, iPhone or other PDA</b>	LITS Service Request: <a href="http://help.emory.edu">http://help.emory.edu</a>	Manager/HR Rep
<b>Copier machine code</b>	Department designee	Manager/HR Rep
<b>Business cards and stationery</b>	Emory Express Punchout AlphaGraphics: <a href="http://www.finance.emory.edu">www.finance.emory.edu</a>	Manager/HR Rep
<b>Office supplies</b>	Emory Express: <a href="http://www.finance.emory.edu">www.finance.emory.edu</a>	Varies by Department
<b>P-Card</b>	Finance Website: <a href="http://www.finance.emory.edu">www.finance.emory.edu</a>	Manager/HR Rep
<b>Order keys and additional Prox Card Access Requests</b>	Campus Services: <a href="http://www.campserv.emory.edu/fm">www.campserv.emory.edu/fm</a>	Manager
<b>Department Email Announcement, Introductions and Campus Tour</b>	Varies by Department	Manager
<b>Review Dress Code</b>	Varies by Department	Manager
<b>Holiday and Leave Policies</b>	<a href="http://www.policies.emory.edu">http://www.policies.emory.edu</a>	Manager
<b>Work hours, overtime policy, lunch hours, breaks *</b>	<a href="http://policies.emory.edu/4.40">http://policies.emory.edu/4.40</a> if paid bi-weekly	Manager
<b>Performance and Development Plan *</b>	Forms and information on the HR website: <a href="http://www.hr.emory.edu/eu/performancemanagement/performance.html">www.hr.emory.edu/eu/performancemanagement/performance.html</a>	Manager