



## DIVISION OF STUDENT AFFAIRS

*The UNIVERSITY of OKLAHOMA*

### NEW EMPLOYEE CHECKLIST

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This checklist is designed to guide new employees through the new hire process specific to the Division of Student Affairs. This is supplemental to the OU HR New Employee Checklist. Please refer to your direct supervisor to complete these tasks correctly and for questions related to this form.

#### POSITION DETAILS

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Fill in the following details as you acquire them:

Start Date:

Supervisor:

Sooner ID (OUID):

NetID (4x4):

Employee ID:

#### HELPFUL RESOURCES

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##### [New Employee Forms](#)

Payroll and Employee Services  
hr.ou.edu  
(405) 325-2961

##### [Benefits](#)

Human Resources  
hr.ou.edu  
(405) 325-1826

##### [IT Account Support](#)

needhelp.ou.edu  
(405) 325-HELP (4357)

##### [Parking Permit](#)

parking.ou.edu  
(405) 325-3311

## NEW HIRE – THE BEGINNING

To prepare for your first day/week, please review all items in this list with your direct supervisor as specific templates, formats, and options may be necessary and/or specific for your office/department.

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- ☐ Complete the Student Affairs New Employee Form
- ☐ Review Student Affairs onboarding webpage ([ou.edu/studentaffairs/staff/onboarding](http://ou.edu/studentaffairs/staff/onboarding))
- ☐ Put Student Affairs New Employee Orientation on your calendar
- ☐ Confirm e-mail is activated and set up to your preference
  - ☐ Set up email signature
- ☐ Review Department timecard entry and submission protocols ([time.ou.edu](http://time.ou.edu))
- ☐ Ask your supervisor how to best familiarize yourself with Department & job-specific duties, policies, and procedures.
- ☐ Sign up for campus-wide emergency notifications at [ecs.ou.edu](http://ecs.ou.edu).
- ☐ Become familiar with your Department's emergency procedures and meeting places
- ☐ Discuss nametag order with supervisor
- ☐ Discuss scheduling headshots with supervisor
- ☐ Discuss ordering any necessary office supplies with supervisor
- ☐ Discuss card swipe access/keys with supervisor
- ☐ Discuss initial meetings and first week Department specific schedule with supervisor

Prepare for equipment/software/online setup:

- ☐ Discuss the configuration/setup of equipment and software with supervisor (computer, phone, etc.)
- ☐ Discuss access to Department Shared Drive/Teams/Channels with supervisor
- ☐ Discuss access to Department calendars with supervisor
- ☐ Discuss any listserves you may be added to with supervisor
- ☐ Complete phone setup instructions, provided by supervisor (voicemail, display name, etc.)