



NEW EMPLOYEE REMINDERS & CHECKLIST

Prior to Start Date:

- Sign appointment letter and return it to Human Resources
- If benefits eligible, accept and confirm the benefits meeting data with Tina Flanagan, Benefits Coordinator (check your personal and/or Canton email)
- Complete New Hire Forms (link sent to you in benefits meeting email)
- Talk with your supervisor about how to set up e-mail and other account permissions you might need
- Confirm start date, time, location, and parking with your supervisor

First Day

- If you have not already done so, meet with Benefits coordinator to complete new hire paperwork
- Provide employment related vaccine record to HR if applicable
- Obtained your Employee ID and/or parking sticker
- Meet with your supervisor to get familiar with office and building; review job description, outline of duties and expectations
- Register and login to the RAVE alert at <https://getrave.com/login/canton>
- Set up voicemail
- Learn about your building! Where are the restrooms? Are there water fountains?
- Take a campus tour with your supervisor!

First Week

- Talk with your supervisor about priorities and first tasks
- Talk with your supervisor about time and attendance, how to submit time off requests and how to do your timesheet in the SUNY Time & Attendance System
- Get to know your department and team members
- Become familiar with the organizational structure
- Familiarize yourself with SUNY Canton mission and values

First Month

- Compliance Training – You will receive emails from HR to complete online trainings:
 - Haz/Com and Right to Know
 - Domestic Violence in the Workplace
 - Drug-Free Workplace
 - FERPA
 - Internal Controls
 - Reporting Child Abuse
- Within 30 days of hire, review and complete your performance program with your supervisor. Send signed performance program to HR
- If you have not already done so, Retirement form must be handed in by the end of first month for full time employees.