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| 8. Onboard | | | |
| **Prior to employee start date:** | | | |
|  | Prepare security/building access request | Date |  |
|  | Prepare retirement PEW (Position Eligibility Worksheet) if TLT, STT or new position | Date |  |
|  | Schedule onboarding plan development with supervisor | Date |  |
|  | Submit onboarding KCIT request on SharePoint site | Date |  |
|  | Create new employee packet | Date |  |
|  | Schedule onboarding appointment for new employee | Date |  |
|  | Register employee for New Employee Orientation (NEO) on SharePoint site | Date |  |
|  | Create Personnel File | Date |  |
| **Employee Second Day:** | | | |
|  | Complete new hire paperwork including confirming I-9 documentation | Date |  |
|  | Take employee picture | Date |  |
|  | Take employee to hiring supervisor | Date |  |
|  | Enter new employee info into PeopleSoft system | Date |  |
|  | Email employee, supervisor, and KCIT PS id# | Date |  |
|  | Send out notices for probationary review | Date |  |
|  | Write new employee blurb and include photo and send to Director for weekly update | Date |  |
|  | File completed personnel file | Date |  |