Staff Onboarding Checklist

BEFORE YOUR START DATE

- ☐ Complete onboarding paperwork through Smart Recruiters New Hire Portal that was sent to your email
    - ☐ I-9 verification
    - ☐ Employee Information
    - ☐ Emergency Contacts
    - ☐ Federal W 4
    - ☐ Minnesota W 4
    - ☐ Direct Deposit
    - ☐ Voluntary Self Identification Form
- ☐ Complete onboarding "activities" listed in Smart Recruiters New Hire Portal
    - ☐ FERPA
    - ☐ [Employee Handbook](#)
    - ☐ COVID-19 Policy
    - ☐ Helpful Resources
- ☐ Print out temporary parking pass that was sent to your email
    - ☐ If you cannot print a pass, stop by the Human Resources office (Memorial Hall 20) to pick up a printed pass
- ☐ Review [Campus Map](#) and locate parking lots D and L
- ☐ Set up email and Inside Augsburg account (IT will do this - no action required)

FIRST DAY

- ☐ Pick up parking pass at the Augsburg Public Safety Office
    - ☐ Park in Lot D or L
- ☐ Go to the Human Resources Office in Memorial Hall 20 to complete I-9
- ☐ Check in with your supervisor to coordinate your first day schedule
- ☐ Attend New Hire Orientation @ 8:30 am and Benefits Presentation @ 2:00 pm
    - ☐ Complete I-9 Verification at New Hire Orientation
- ☐ Campus Tour

FIRST WEEK
- ☐ Log onto Inside Augsburg to:
  - ☐ Register your vehicle on [Augsburg Parking Services](#) website
  - ☐ Sign up for a parking pass or Metro pass
  - ☐ Sign up for [Emergency Notifications](#) on Inside Augsburg
- ☐ Request an employee ID through the [Library Website](#)

FIRST 30 DAYS
- ☐ Complete mandatory training
  - ☐ Information Security
  - ☐ Family Educational Rights and Privacy Act (FERPA)
  - ☐ Discrimination and Sexual Harassment Prevention