

Setting the Stage: Key Tasks to Complete

Complete Prior to Your New Hire's First Day of Work

Purpose: Utilize the following steps to set your new hire up with the necessary resources to have a productive first day in the office.

Instructions: A member of the HR team will email you the new hire's EID and NetID prior to the new hire's start date to provide you the necessary information for you to complete the following checklist. Questions should be emailed to hr_employment@emich.edu.

- Set-up Office Inbox (land mail)
- Office Equipment and Supplies
 - Establish the new hire's office environment, desk, chair, computer, and necessary office supplies (pens, paper, sticky notes, etc)
- Office Computer (Desktop/Laptop) - The workstation will be acquired by contacting [Gale Shaver](#) at the IT help desk
- [Phone and Phone Procedures](#)
 - Under the "Which scenario best describes this request:" heading, select the "New Employee Assigned to Phone" drop-down option. Office Keys - [Key Request Form](#)
 - Email completed request form to Email to kstachlew@emich.edu
 - [Key FAQ](#)
- Parking
 - On their first day of work instruct the new hire to park in a visitor lot. The supervisor should have a parking validation ticket for the employee to utilize. Contact Dionne Hammes at dhammes@emich.edu to get a validation
- Card Swipe Access to Building
 - Send a request to your building administrators to grant access
 - Email Regina Kelley at rkelly@emich.edu to find out who your building administrator is
- Business Cards
 - EMU uses Standard Printing for business cards. Once you [create an account](#), the menu on the left of your account summary has a link to create a business card
- [Banner System Access](#)
 - Request includes access to:
 - Banner eprint Finance Reports
 - My.emich Self Service Budget Queries
 - Finance Web Reports
 - My Emich Self Service WTE Approver
 - My Emich Self Service Electronic Personnel Action Forms (EPAF)
 - Banner Student Common Forms

- Does your new employee need a PCard?
 - Accounts Payable administers the PCard for departmental credit card purchases
 - PCard Procedures
 - Getting access to Concur
 - PCard Training with Concur Demo
 - Payment Card Application
 - Additional PCard Information