SETON HALL UNIVERSITY
1856

New Employee Orientation Checklist

Name: _____ SSN: ____-____-_____ SHU ID#: _____

Title: _____ Department _____

Please Check One: ___Administrator ___ Faculty ___Staff/Non-Union ___ Staff- Union

SECTION I: Place an "X" in the space next to each item as it is covered during ***New Employee Orientation***

UNIVERSITY STATEMENTS

___ Mission Statement/ Strategic Goals
___ Seton Hall: A Catholic University
___ Pledge to Students
___ Human Relations Council Statement

POLICIES

___ Drug Free Workplace
___ Racial &/or Ethnic Discrimination
___ Tuition Remission
___ Guidelines for Appropriate use of Computer Facilities/Chain Letters & E-mail Hoax
___ Smoke Free Workplace
___ Sexual Harassment

OTHER INFORMATION

___ Schedule of Holiday/Holy Days
___ Time Sheets (Administrative & Staff employees only)
___ Attendance Procedures (Administrative & Staff employees only)
___ Leave Guide (Administrative Employees only)
___ Vacation Policy (Administrative Employees only)
___ Sick Leave (Administrative Employees only)
___ Union Contract (Local 153 Union Staff Employees only)
___ Shop Steward List (Local 153 Union Staff Employees only)
___ Direct Deposit (optional)
___ Pay Periods
___ Disability Support Services
___ Compliance Guidelines
___ Building Manager List
___ NJ Family Leave Insurance
___ SHU Information Security Policy

I attended the New Employee Orientation program where I received copies of the materials listed above _____
(Please Initial)

SECTION II- In order for your new-hire paperwork to be processed, please complete & return each of the following application forms. Place a check in the box to indicate completion & return to HR at the conclusion of the Orientation program.

EMPLOYMENT FORMS

___ Hiring Proposal (PeopleAdmin)
___ Offer Letter
___ Personal Data Form
___ Employee ID Card
___ Job Description/Summary (From Supervisor/Manager)
___ I-9/Employment Eligibility
___ Application/Resume
___ Conflict of Interest
___ Waiver for Recreation Ctr
___ W4 (Federal & State Forms)
___ General Security Agreement
___ SHU ID
___ Parking Decal Application

STAFF UNION ONLY

___ Union Membership Cards (Blue, Green & White Cards)
___ Union Membership Initiation Fee & Dues
___ Float Holiday Memo

I understand that it is my responsibility to read, complete & return all applications/forms listed in SECTION II

Employee Signature: _____ _____ **Date:** _____

H.R. Representative: _____ **Date:** _____