

**UP to 3 NEW EMPLOYEE CHECKLIST**

FULL NAME: (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

USU Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date(If Known)\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Personal email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Initial upon completion** | **EMPLOYEE RESPONSIBILITIES** |
|  | For Personnel File – please give to Marla  □copies of licensure, diploma  □Background check  □resume  □EI EThics (sign and return) |
|  | Key Request: □door \_\_\_\_\_\_ □prox Charlee Nealy, 302E (435-797-2024) hourly staff pay for own key |
|  | HR policy/form on phone reimbursement <https://www.usu.edu/policies/518/>  <https://controllers.usu.edu/forms/Communication_Allowance.pdf>  Review and submit if you’d like phone reimbursement. optional |
|  | □HR policy on leave & Up to 3 memo on how leave is approved and what can be carried over from year to year. Must be used by end of June the year it is carried over to.  Review, sign and date and return to Marla |
|  | □ Review travel memo   1. process to access Motor pool 2. submitting Mileage for reimbursement on personal vehicle use This will not be reimbursed if NOT turned in within 3 months 3. return last page after reading policies and turn in copies of driver’s license |
|  | EQUIPMENT  □Computer and Hot spot  □Off-premise equipment form signed and returned See Michael Jeppson for form & policy  □OAE  □BDI test kit & AEPS test kit  Bring Marla off-premise equipment form after Michael gives it to you with computer & hotspot |
|  | □Responsibility when loaning Equipment to families. (books, ITTT books, adaptive equipment). Up to 3 staff need to monitor and follow up with families on returning the equipment |
|  | □Child files – review processes with Ryan/Alex \_\_\_\_\_\_\_ (office staff initials)  1) Use check in and out form. Return file to filing cabinet (not at desk) at night to maintain security and avoid losing.  2) When to turn in to data & how to use file review checklist  □BTOTS – review FAQ and video trainings on btots web site (\_\_\_\_\_date reviewed) .  □Read memo on turning into data. (\_\_\_\_date reviewed) meet with Marla, Ryan, Alex for questions  □Read memo on missed visits and on timely first visits (\_\_\_\_date reviewed)  □Read parents rights handbook (\_\_\_\_date reviewed)  □ BTOTS Access given by Kathryn. Review Processes of BTOTS with Kathryn |
|  | **CPD specific**: Common Resources on the Intranet: <https://www.cpdusu.org/intranet/Trainings/> for:  □Driver’s Training: Provide Driver’s Training certificate to Julie Wilson, 101A, Main Desk. Email to [julie.wilson@usu.edu](mailto:julie.wilson@usu.edu)  □Complete Sexual Harassment Training (required of all university employees every three years). Notify Julie Wilson, 101A, Main Desk upon completion. Date taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □Pcard Training if appropriate N/A or date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  - USU position title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Up to 3 working title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □Complete CPD profile and picture  □Job Statement/Description  □Orientation to NIRS data  □Completion of Accessibility Orientation Date taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Accessibility training links |
|  | **TRAINING LINKS:**  **CSPD for everyone who does home visits and services to families. (not office staff/interpreters)**  **UEN Canvas link will be sent by BWEI**  □CSPD coach/mentor contact information: Kathryn is CSPD coach. Jacqueline is SLP team lead  - Due date of BWEIP credential: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □Also: <http://www.parentcenterhub.org/legacy-partc/> (Idea’s part C training) \_\_\_\_\_initial  □Appointments Everywhere – Meet with Miriam for password and instructions. All staff need to close out their day and keep their schedule up to date at least weekly.\_\_\_\_\_\_(staff initials) |
|  | □Attend New employee training weekly as scheduled \_with kathryn |

**USU ID/PW:** <http://myid.usu.edu> Log in with your A# to create a secure password. Online Email: http://owa.usu.edu

**USU Holidays**: <http://www.usu.edu/calendar/holidays.cfm> **Online paystub:** a) <http://banner.usu.edu> b) 2nd link - USU ACCESS

c) Log in with A# & password d) Choose Employee link Oct 2018