K·STATE
Research and Extension

Orientation Checklist
for Local Unit Office Professionals and Program Assistants

Provide a copy to the new employee. After the checklist is completed, a copy should be placed in the employee's personnel file.

Employee Name______________________________ Beginning Date of Employment ______________________

Before the First Day of Job

☐ 1) Notify employee regarding time to report to work, where to park, what to wear, etc.

☐ 2) Register for a K-State eID and complete an Employee Information Sheet at https://eid.k-state.edu/eProfile/registration.do?action=showBaseInfoForm. After establishing a K-State eID go to https://accounts.ksre.ksu.edu/ and complete the form for a KSRE Account.

This form will be used to approve the new employee's account, giving them access to webmail and other K-State resources. It will also be used to create their KSRE account and get their K-State e-mail address added to relevant listservs.

__ Print a hard copy of the Employee Information Sheet for the personnel file.

☐ 3) Notify your regional directors' office that the new employee has been hired. They will need the following information: Name, Start Date, Position, and eID (from step 2)

First Day on Job

☐ 1) Review and complete an Employment Agreement (EXOP 3-11).

☐ 2) Have the new employee complete the following forms. File in the employee's personnel file along with this checklist when completed.

__ I-9 - Employment Eligibility Verification: https://www.uscis.gov/i-9

__ W -4 - Employee's Withholding Allowance Certificate: https://www.irs.gov/forms-pubs/about-form-w-4

__ K-4 - Kansas Employee's Withholding Allowance Certificate http://www.ksrevenue.org/pdf/k -4.pdf

__ Overtime Compensation Agreement for Non-Exempt Employees (EXOP 3-2)

__ Any forms related to benefits (cafeteria benefit plan, health insurance, KPERS, etc.)

☐ 3) Review schedule for pay checks.

☐ 4) Introduce new employee to office colleagues.

☐ 5) Give tour of office including personal work space and files.

☐ 6) Review work hour policies:

__ office hours

__ documentation of time worked, Record of Hours worked and on leave (KSU 8-25)

__ meal and coffee breaks

__ who to contact when absence is necessary

☐ 7) Review office policies and job description.

☐ 8) Review telephone procedures

___ who answers first

___ greeting to be used

___ how to respond when someone is away from the office

___ how to take messages, etc.

☐ 9) Review safety and security issues

___ keys

___ emergency phone numbers

___ building security

☐ 10) Begin introduction to job responsibilities

☐ 11) Begin explaining the mission of K-State Research and Extension and the local office and the employee's role in fulfilling that mission.

Within the First Month on the Job

☐ 1) Continue introduction to job responsibilities.

☐ 2) Continue introduction to resources in the office.

☐ 3) Continue explanation of the mission of K-State Research and Extension and the local office and the employee's role in fulfilling that mission.

☐ 4) Review Performance Review document (EXOP 3-13)

☐ 5) Introduce to individuals they need to know

For example:

___ Other individuals in courthouse

___ Regional office personnel

___ Resources at K-State

___ Board members

☐ 6) Schedule time to meet with another office professional or program assistant in the area who can serve as a resource regarding monthly financial reports, 4-H membership database, etc.

☐ 7) Review how to respond to questions from the public in light of the Kansas Open Records Act.

☐ 8) Review how to respond to questions from the public regarding discrimination in programming or employment (Procedure to Respond to a Program Discrimination Complaint)