



NEW EMPLOYEE CHECKLIST

Welcome to The Ohio State University, and The Office of Administration and Planning! It is our goal to make your transition into your new position a smooth and easy one. There are many things to learn, many people to meet, and a lot of new information to be absorbed. We hope that this checklist will help you progress through this transition. This checklist will mirror and compliment the [Guide for New Employees](#). The online guide will further explain and contain links to helpful websites and forms to assist you in learning your new role.

BEFORE YOUR FIRST DAY:

- Review your Letter of Offer and Job Description
- Complete new hire paperwork (DocuSign)
- Activate your Ohio State digital Identity, including email address and BuckeyePass/DUO authentication.
- Make sure your OSU email account is up and running & that you are receiving emails. For IT support, call OCIO Help Desk at 614-688-HELP (4357) or email 8help@osu.edu.

1ST DAY:

- The Ohio State University Orientation Program
- Complete I-9 Form (please bring two forms of ID)
- Watch [OSU New Employee Safety Orientation Video](#)
- Watch [DPS Surviving an Active Aggressor Video](#)
- Watch [A&P Diversity and Inclusion Video](#)
- Obtain BuckID and Unit ID (if applicable)
- Obtain parking permit from [CampusParc](#)
- Discussion with Supervisor about job description, emergency designation, probationary period (if applicable) and work schedule
- Visit Workday portal, complete direct deposit and W4 tax information
- Ask supervisor about clocking-in/out procedures, shop rules (if applicable) and how to call-off &/or submit leave requests properly.

FIRST WEEK:

- Review [benefits](#) (medical, dental, vision, etc)
Reminder there is a 30 day deadline to enroll.
Explore [Your Plan for Health \(YP4H\)](#) to learn about completing your annual Biometric Health Screening and Personal Health Assessment (PHA) to reduce your annual cost for health care. [View Ohio State wellness information.](#)
- Review [retirement](#) options
Reminder there is a 120 day deadline to select plan.
- Visit [BuckeyeLearn](#) and “My Transcript” for required training
- Review [Digital Accessibility Services website](#) and ask your supervisor if your job duties require you to complete digital accessibility training.
- Ask your supervisor if your job duties require access to any University administrative systems if access has been requested, and if you have been scheduled for trainings.
- Follow up with your supervisor to ensure you are scheduled to attend specific EHS Safety trainings outlined on Day 1 of on-boarding (Possible trainings might include: blood borne pathogens awareness, hazard communications, fork truck safety, lock-out/tag-out, fire extinguisher usage, spill prevention and control, etc.)
- Complete the [Driver Registration form](#) (if you will drive a University vehicle)
- Review University Policy Packet and [University Policy Acknowledgment form](#)
- Submit [University Policy Acknowledgment form](#) to your supervisor