New Hire Name

REQUIRED - Human Resources Orientation

<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>☐ I9</td>
<td>☐ W4</td>
<td>☐ ID # (may take 24 hrs to obtain)</td>
</tr>
<tr>
<td>☐ Background Check</td>
<td>☐ NNU Benefits Enrollment</td>
<td>☐ Confidential Information Agreement Form</td>
</tr>
<tr>
<td>☐ Holiday Schedule</td>
<td>☐ ID Card 24 (doubles as key card for some buildings)</td>
<td>☐ Parking Sticker</td>
</tr>
<tr>
<td>☐ Payroll Setup (may take 24 hrs to obtain)</td>
<td></td>
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</tr>
</tbody>
</table>

OPTIONAL ACCESS / TRAINING – Your department will gain access to the systems you require and will let you know whom to contact for training.

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>☐ Argos</td>
<td>☐ Astra</td>
<td>☐ Canvas</td>
</tr>
<tr>
<td>☐ CARS (CX)</td>
<td>☐ Feith</td>
<td>☐ IT for NNU systems (phone, computer, email, etc.)</td>
</tr>
<tr>
<td>☐ NNU Vehicle Driver</td>
<td>☐ Portal</td>
<td></td>
</tr>
</tbody>
</table>

OPTIONAL ITEMS – Computer, phone, and office supplies will be handled by your department. Your department can help obtain these other items if approved by your supervisor.

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>☐ Business Cards</td>
<td>☐ Cell Phone Allowance</td>
<td>☐ Key for Office/Building</td>
</tr>
<tr>
<td>☐ Printer/Copier Access</td>
<td>☐ S Drive Access</td>
<td>☐ U-Card</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DEPARTMENT ALPHABETICAL CHECKLIST FOR NEW HIRES
(Ctrl+Click to follow links)

Argos
Astra
Calendar — Follow instructions for the calendar you use to allow others to see/edit a calendar.
Canvas
Cards (business cards, letterhead/notecards)
CARS (CX) (will need for approving POs)
Cell Phone Allowance
Computer (purchase or redesignate)

Email - Need to be added to group email or daily gift report or other?
Feith
ID Card
IT Training (for phone system, remote printing, email, Google docs, online faxing)
Insider Announcement
Key for Office
Key Card (after-hours access)
Office Policies - Explain about printing, fax, coffee, stamps, supplies, calendaring, monthly meetings, etc.

Photo for Website (schedule w/photographer)
Phone (desk phone)
Portal
Printer/Copier Setup
S Drive Access
U-card
Vehicle Registration (for parking)
Vehicle (training to drive campus vehicles)
Website - Add picture/info to pertinent web pages.
**Required - HR Orientation**

**Note:** This setup **MUST** be complete before any other items can be completed.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Required Forms</th>
<th>Procedure and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire or Replacement Hire</td>
<td>NNU HR Office 8036</td>
<td>HR receives signed offer letter, then contacts the department to see whether department wants to contact new hire for HR orientation appt or HR should contact new hire for appt. Appt should be made AFTER HR receives signed faculty contract.</td>
</tr>
<tr>
<td>Offer Letter</td>
<td>Signed Contract</td>
<td></td>
</tr>
</tbody>
</table>

**Optional Items:** The following can be obtained in any order. Not all items are required for every employee – requirements are up to the discretion of the employee’s supervisor.

**Argos: Obtain access to various reports**

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<tr>
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</thead>
<tbody>
<tr>
<td>New or Replacement Hire</td>
<td>Employee CX Login Request</td>
<td>See the procedure for obtaining CARS (CX) access. On the CX Login Request form, the employee supervisor indicates whether the employee needs Argos access.</td>
</tr>
</tbody>
</table>

**Astra: Obtain access to the campus room booking system**

**Prerequisite:** Employee must have login information.

<table>
<thead>
<tr>
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<th>Required Forms</th>
<th>Procedure and Notes</th>
</tr>
</thead>
</table>
| New or Replacement Hire        | events@nnu.edu       | **Assistant:** Send an email requesting that the new employee be given access. Include the following in the email:
|                                | Email                | • Employee name
|                                |                      | • Employee login username
|                                |                      | • Employee department
|                                |                      | • Request for a training time                                                                                                                      |
## Canvas: Request Canvas access

<table>
<thead>
<tr>
<th>Contact</th>
<th>Required Forms</th>
<th>Procedure and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty – training on Canvas</td>
<td><a href="mailto:elearning@nnu.edu">elearning@nnu.edu</a></td>
<td>Email</td>
</tr>
<tr>
<td></td>
<td>Email</td>
<td><strong>Assistant:</strong> Email elearning with the new employee information: name, employee ID, start date, contact information. Elearning will schedule face-to-face training for him/her. Or, if the faculty member prefers, elearning can grant access to the self-paced tutorials.</td>
</tr>
<tr>
<td>Faculty – access to a course he/she will teach</td>
<td>Department Load Sheet sent to Registrar</td>
<td><strong>Assistant:</strong> Put the faculty member on the load sheet as being the instructor for a class. The registrar’s office then enters the faculty member as the instructor, which triggers Canvas access to the class for the instructor.</td>
</tr>
<tr>
<td>Employee needing Admin access</td>
<td><a href="mailto:elearning@nnu.edu">elearning@nnu.edu</a></td>
<td>Email</td>
</tr>
<tr>
<td></td>
<td>Email</td>
<td><strong>Assistant:</strong> Email elearning with the new employee: name, employee ID, start date, contact information. Elearning will schedule admin training for him/her. Once the employee completes the admin training, the employee is granted Admin access to Canvas.</td>
</tr>
</tbody>
</table>

## Card, business cards, name badge, desk or door name plate: Request

<table>
<thead>
<tr>
<th>Contact</th>
<th>Required Forms</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>New or Replacement Hire</td>
<td>Print Shop Manager 8533</td>
<td>1. Name Badge Order Form 2. Name Badge and Desk Plate Order Form 3. Business Card Order Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Assistant:</strong> All 3 forms: Obtain the forms from S: Employee-Read Only/Print Shop. Complete them, and email them back. Name badges and name plates can be ordered any time. The Print Shop orders business cards a few times per year to get the best bulk rate. Contact the manager regarding order times.</td>
</tr>
</tbody>
</table>
**Card, ID card:** Obtain an NNU ID card (HR Orientation tells new hire where to get this)

<table>
<thead>
<tr>
<th>Contact</th>
<th>Required Forms</th>
<th>Procedure and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire</td>
<td>TMR</td>
<td>None</td>
</tr>
</tbody>
</table>

**CARS (CX): Request CARS access**

**Note:** After Step 3 of the procedure is complete, the IT department will contact the employee to schedule CX training.

<table>
<thead>
<tr>
<th>Contacts</th>
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<th>Procedure and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New or Replacement Hire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• <a href="mailto:hr@nnu.edu">hr@nnu.edu</a></td>
<td>1. Confidential Information Agreement – HR office provides</td>
<td>Form 1: <strong>Employee:</strong> Complete the Confidential Information Agreement form at HR during orientation.</td>
</tr>
</tbody>
</table>
| • New hire’s supervisor | 2. Employee CX Login Request - can be found here: S:\CARS\CX forms and docs | Form 2:  
1. **Employee’s supervisor:** Fill out the online CX Login Request form and save it.  
2. **Employee’s supervisor:** Email the completed form to the CX Power User for your department.  
3. **CX Power User:**  
   a. Open cxhelp.nnu.edu.  
   b. Click the Contact tab.  
   c. Fill out the online form and attach the completed CX Login Request form to it.  
   If you have no power user, contact IT at 8951 to find out who should receive the request form. |
| • Your department’s CX Power User | | |
| List of power users can be found here: cxhelp.nnu.edu | | |
| Click the following link on that page: | | |

**Step for access to budgets in CX (example: for PO approvals)**

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Required Forms</th>
<th>Email</th>
<th>Procedure and Notes</th>
</tr>
</thead>
</table>
| NNU Assistant Controller’s Office As of 8/1/2014: dvanstone@nnu.edu | Email | **Employee supervisor:** After steps 1-3 above are completed, send an email to the Assistant Controller’s office to provide the budget numbers to which the employee needs access.  
If necessary, the Assistant Controller’s office will email the employee to schedule PO training. |
**Cell Phone Allowance:** Request

<table>
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<tr>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>New or existing</td>
<td><a href="http://www.nnu.edu/fileadmin/IT/Form-Mobile_Device_Allowance_Request.pdf">http://www.nnu.edu/fileadmin/IT/Form-Mobile_Device_Allowance_Request.pdf</a></td>
<td><strong>Employee:</strong> A new Mobile Device Allowance form must be completed each January, or upon being hired for a job at NNU that requires a cell phone. The form must be signed and approved by the sector VP and the VP of Financial Affairs. If approved by these offices, it will be submitted to the Payroll office for you to receive the extra allowance in your pay check.</td>
</tr>
</tbody>
</table>

**Computer:** Purchase / re-designate an existing computer

<table>
<thead>
<tr>
<th>Contact</th>
<th>Required Forms</th>
<th>Procedure and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase</td>
<td>TMR</td>
<td><strong>Assistant:</strong> Generate a Help Ticket for help with a “Purchase Request.” The request will be sent to the TMR director, who will contact you.</td>
</tr>
<tr>
<td>Re-designate existing</td>
<td>TMR</td>
<td><strong>Assistant:</strong> Generate a Help Ticket for help with “Computer” and request that the existing computer be set up for the replacement hire.</td>
</tr>
</tbody>
</table>

**Feith:** Obtain access to online, archived student files

<table>
<thead>
<tr>
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<th>Procedure and Notes</th>
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</thead>
<tbody>
<tr>
<td>New or Replacement Hire</td>
<td>Employee CX Login Request</td>
<td>See the procedure for obtaining CARS (CX) access. On the CX Login Request form, the employee supervisor indicates whether the employee needs Argos access.</td>
</tr>
</tbody>
</table>

**Insider:** Insert announcement about new hire (if desired) and have Insider start being delivered to new hire

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</thead>
<tbody>
<tr>
<td>New or Replacement Hire</td>
<td><a href="mailto:insider@nnu.edu">insider@nnu.edu</a></td>
<td>Send employee information in the email.</td>
</tr>
</tbody>
</table>
**IT Training** – Obtain training for phone system, remote printing, email, Google docs, online faxing

<table>
<thead>
<tr>
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<th>Procedure and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New or Replacement Hire</td>
<td>IT (8951) and online training</td>
<td>IT offers training to a new employee when notified by HR of the new hire. Many procedures are also covered by online documents stored here: <a href="https://sites.google.com/a/nnu.edu/tmr-wiki/help-articles/computer/computing-at-nnu-faculty-adjunct-staff-orientation">https://sites.google.com/a/nnu.edu/tmr-wiki/help-articles/computer/computing-at-nnu-faculty-adjunct-staff-orientation</a></td>
</tr>
</tbody>
</table>

**Key: Obtain building key(s)**

**Note:** If after-hours key card access is needed, see Key Card

<table>
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<tr>
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</table>
| New or Replacement Hire       | Facilities Work Request Key Request Form | 1. **Assistant:** Complete a Key Request form.  
2. Complete a Facilities Work Request (in the portal) that lists the key(s) needed.  
3. When you receive a “closed” email for the work request, the keys have been made.  
4. **Employee:** Take the Key Request form to the Facilities office to get the keys. |

**Key card: Obtain after-hours key card access to buildings**

**Prerequisite:** Employee must have obtained an NNU ID card.

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>New or Replacement Hire</td>
<td>Campus Safety: <a href="mailto:safety@nnu.edu">safety@nnu.edu</a></td>
<td>Safety office will set up required permissions.</td>
</tr>
</tbody>
</table>
**Phone: Purchase / re-designate an existing phone – for phone training, see IT**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Required Forms</th>
<th>Procedure and Notes</th>
</tr>
</thead>
</table>
| New phone | TMR                        | 1. **Assistant:** Generate a Help Ticket for help with “Purchase Request.” Include the following information: Employees’ name, NNU user name, NNU ID number, email address, department, and location.  
2. **Employee:** Set up voice mail and create a new PIN. Default PIN is the employee’s ID number. |
| Re-designate existing | TMR | 1. **Assistant:** Generate a Help Ticket for help with “Phone” and request that the existing phone be set up for the replacement hire.  
2. **Employee:** Set up voice mail and create a new PIN. Default PIN is the employee’s ID number. |

**Photo for website: Schedule a photo to be taken with the campus photographer**

<table>
<thead>
<tr>
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<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>New hire or existing employee</td>
<td><a href="mailto:photos@nnu.edu">photos@nnu.edu</a></td>
<td>Send email request for an appointment.</td>
</tr>
</tbody>
</table>

**Portal: Obtain access to the NNU portal**

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<thead>
<tr>
<th>Contact</th>
<th>Required Forms</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire</td>
<td></td>
<td>Access to the portal is triggered when Payroll receives the employee’s I9 and Wr and puts the employee into the system. The employee will need an ID and login, which he/she will receive from HR.</td>
</tr>
</tbody>
</table>
**Printer/copier:** Set up employee’s computer for direct printing to department printer

**Note:** Employees with an ID card can log in to all campus copiers by using their ID card.

<table>
<thead>
<tr>
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<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>New or Replacement Hire</td>
<td>TMR</td>
<td>Employee must be placed into the NNU network system, which happens when payroll receives the I9 and W4. Once in the system, employee can obtain printing in any of the following ways: <strong>Employee – please try first:</strong> From help.nnu.edu, click the Knowledge Base tab. Follow the directions found in “Installing the Canon printers with Flavius.” or <strong>Employee:</strong> Call TMR and someone will walk you through the process: 8111. or <strong>Assistant:</strong> Generate a Help Ticket for help with “Printer or Copier.” In the description, include the employee’s name, ID number, and location. Ask for printer setup.</td>
</tr>
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</table>

**S drive:** Request access

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<thead>
<tr>
<th>Contact</th>
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<th>Procedure</th>
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</thead>
<tbody>
<tr>
<td>New or Replacement Hire</td>
<td><a href="mailto:hr@nnu.edu">hr@nnu.edu</a>, TMR</td>
<td>1: Confidential Information Agreement 2: Help Ticket: <a href="mailto:help@nnu.edu">help@nnu.edu</a> Form 1: <strong>Employee:</strong> Fill this out during HR orientation. Form 2: <strong>Assistant:</strong> Generate a Help Ticket for help with “N &amp; S Drive Access.” In the help ticket, include the folders to which the employee will need access.</td>
</tr>
</tbody>
</table>

**U-Card:** Order

<table>
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<tr>
<th>Contact</th>
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<th>Procedure</th>
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</thead>
<tbody>
<tr>
<td>New or Replacement Hire</td>
<td><a href="mailto:u-card@nnu.edu">u-card@nnu.edu</a></td>
<td>Email <strong>Employee’s supervisor:</strong> Send an email to <a href="mailto:u-card@nnu.edu">u-card@nnu.edu</a>. Put “New U-Card request” in the subject, and include the following information in the email: hire’s name, ID number, department, the budget(s) to which the employee should have access, and the employee’s monthly and single-item purchase limits.</td>
</tr>
</tbody>
</table>
## Vehicle: Register

<table>
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</thead>
<tbody>
<tr>
<td>New Hire</td>
<td><a href="mailto:hr@nnu.edu">hr@nnu.edu</a></td>
<td>NNU HR provides a parking sticker to the employee during orientation.</td>
</tr>
</tbody>
</table>

## Vehicle: Obtain authorization to drive University vehicles

<table>
<thead>
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<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>New / Replacement Hire</td>
<td><a href="mailto:safety@nnu.edu">safety@nnu.edu</a> or call 8633</td>
<td>Assistant: Call or email the Campus Safety Specialist (CSS). Tell the CSS the type of vehicle the employee needs to drive. The CSS will set up the required training.</td>
</tr>
</tbody>
</table>