

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

New Hire Onboarding Checklist

Employee	Position Title	Department	Start Date

Pre-Onboarding

- ☐ Temporary Parking Permit - [Parking Form](#)
- ☐ Set Up Workspace - Department Specific
- ☐ Submit IT/Equipment Requests - Email: help@siue.edu

First Day - First 2 Weeks

- ☐ Obtain SIUE ID/800# - **HR Process - Employment Team**
- ☐ Obtain E-ID - <https://eid.siue.edu/am/e-ID>
- ☐ Complete SARF - https://siue.co1.qualtrics.com/jfe/form/SV_a4BRTH0nwI5KBuJ
- ☐ Sign Confidential Agreement - <https://www.siue.edu/its/forms/>
- ☐ Obtain Cougar Card - **Service Center In Rendleman Hall Room 1309**
- ☐ Access to Shared Drive/Folder - Email: winadmin@siue.edu
- ☐ Teams/Authorization Code - <https://kb.siue.edu/93607>
- ☐ Access to Outlook Calendar/Inbox - Email: Help@siue.edu
- ☐ Office Keys/Key Control - [Key Control](#)
- ☐ Sign PDQ and Return to HR - **Human Resources – Employment Team**
- ☐ SIUE Nametag - [Buyer Information](#)
- ☐ SIUE Business Cards - [Marketing Order](#)
- ☐ Time Reporting Training - https://bb.siue.edu/ultra/organizations/_66657_1/cl/outline
- ☐ P-Card (if applicable) - <https://www.siue.edu/purchasing/p-card/index.shtml>
- ☐ E-Alert (Voluntary) - <https://www.siue.edu/emergency/elert.shtml>
- ☐ Discuss Probationary Period - **Talent Acquisition Will Provide Form**
- ☐ Campus Tour (as needed) - <https://tours.vntpoint.com/siue/#/stop/1/>
- ☐ University Vehicle Driver form (if applicable) - <https://www.siue.edu/transportation/forms.shtml>
- ☐ FO/Delegate (if applicable) - <https://www.siue.edu/its/ais/index.shtml>
- ☐ Obtain Parking Permit - <https://siueparking.t2hosted.com/Account/Portal>
- ☐ Have photo taken for department website

First 30 Days

- ☐ Attend NHO
- ☐ Ensure Compliance is Completed - [Ethics](#)
- ☐ 30 Day Check-In