

ATHENS STATE UNIVERSITY NEW EMPLOYEE CHECKLIST

NAME _____ DATE OF EMPLOYMENT _____

An employee beginning employment with Athens State University must check in with the areas listed below at the time of employment. It is not necessary to check with each area in numerical sequence; however, all items must be completed and signed by designated individual before returning form to the Human Resources Office. Please ask the **Department** to mark N/A on all items that do not apply.

Department	Signature	Date
Security: (ext. 222) <ul style="list-style-type: none"> • Parking Permit Issued • Building Access Badge • Employee Badge 	 	
Information Technology: (ext. 323) <ul style="list-style-type: none"> • Network Status • E-mail Access Status • Website Status (Include on the ASU website) 	 	
Library: (ext. 218) <ul style="list-style-type: none"> • Library orientation 	 	
Telecommunications: (ext. 206) <ul style="list-style-type: none"> • Receive telephone extension • Voice Mail Training 	 	
Payroll: (ext. 302) <ul style="list-style-type: none"> • All Payroll paperwork returned, including tax forms, insurance, and retirement information 	 	
Human Resources: (ext. 224) <ul style="list-style-type: none"> • Letter of Appointment returned • Summary of Benefits 	 	
Maintenance: (ext. 239) <ul style="list-style-type: none"> • Receive all keys (Please do not swap office keys with anyone before seeing the Maint. Dept.) 	 	
Academic Affairs: (ext. 112) <ul style="list-style-type: none"> • Official transcripts on file (where applicable) 	 	

Employee Signature

Date

Human Resources

Date