

## NEW HIRE CHECKLIST FOR MANAGERS/SUPERVISORS

### Instructions: Please check the appropriate box.

- New Hire (submit status form as directed below)
- Transfer (submit status form to [hrstatusform@butler.edu](mailto:hrstatusform@butler.edu))
- Promotion (submit status form to [hrstatusform@butler.edu](mailto:hrstatusform@butler.edu))

### Reminders:

- Submit status form and new hire paperwork to HR via email to [hrstatusform@butler.edu](mailto:hrstatusform@butler.edu) prior to start date for timely processing.

### Check as Completed

- Email required new hire paperwork to new employee **before start date**.
- Request the new employee to schedule an appointment with Human Resources to complete the I-9 document. Ensure employee has appropriate original, supporting [I-9 documents](#) to present. Employee may email [askhr@butler.edu](mailto:askhr@butler.edu) to request an appointment to present paperwork.
- Ensure employee is scheduled for New Employee Orientation on the first day of employment.
- Review job description and responsibilities.
- Contact [IT Help Desk](#) to secure access needed to department-specific computer systems for new employee.
- New employee to set voicemail password and message.
- Order business cards (if applicable).
- Order name tag (if applicable).
- New employee to review and update [directory profile](#).
- New employee to review and update demographic information through Self-Service at [my.butler.edu](http://my.butler.edu).
- New employee to sign up for direct deposit via Self-Service at [my.butler.edu](http://my.butler.edu).
- New employee to update Butler email signature.
- Ensure that new employee completes Title IX training and Workplace Harassment training within first 45 days of employment (recommend completion upon receipt of training emails).

### Employee will need: Check as Completed

- Order key(s) via University Locksmith at ext. 9260.
- Butler ID/Parking Pass
- Sign up for [Dawg Alert](#)
- Cell Phone (if applicable)
- Procurement Card (if applicable)
- Laptop/IPad/Loaned Equipment (if applicable)
- Complete 90 working day evaluation for employee
- Other

**Notes/Comments:**

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