CSU OFFICE OF THE CHANCELLOR
NEW EMPLOYEE ORIENTATION:

Manager’s/Supervisor’s Checklist

Employee ____________________________________________
Department _________________________________________
Manager/Supervisor _________________________________
Date _______________________________________________

Please review and check the following items as you address them with your new employee. Once this form has been signed by you and your new employee, keep the original and forward a copy to Human Resource Services within 30 days of the employee’s hire date.

☐ Department mission
☐ Department organization chart
☐ Employee’s role in department
☐ Job duties and expectations
☐ Performance planning and evaluation
☐ Professional development/training opportunities
☐ Requesting vacation time/calling in when you are sick
☐ Normal work hours (If other than 8-5)
☐ Breaks and lunch period
☐ Working overtime
☐ Workspace, office equipment, supplies
☐ Telephone use/etiquette/voice mail/CO phone directory
☐ Printer, fax, copier use and access code
☐ Department resources (directories, manuals, staff lists)
☐ Staff meetings
☐ Introduction to co-workers
☐ Interrelationships with other departments
☐ Location of restrooms, kitchen, workrooms, files
☐ Department safety and evacuation plan
☐ Confidentiality form (for members requiring access to personal employee information)

I attended the new employee orientation session on ____________________________.

The above items have been reviewed with me by my department supervisor/manager.

Employee’s Signature ______________________________ Date __________________
Supervisor’s Signature _____________________________ Date __________________
I. NEW EMPLOYEE’S FIRST DAY OF WORK
   A. Human Resources Processing
      1. Oath of allegiance
      2. Tax withholding form
      3. I-9 (Immigration)
      4. Voluntary Self-Identification Form
      5. Workplace Survey for Veteran Status
      6. Non-Disclosure of Home Address Form
      7. Back page of employment application
      8. Statement of Economic Interest (designated positions)
   B. CO Building Operations
      1. Building access and security
      2. Parking fees and location of lots
      3. Employee ID (OneCard): Taking picture and explanation of basic privileges
      4. Distribution of Helpful Information fact sheet
   C. Building Tour by HR Services
      1. History of Golden Shore Building and location of major departments at the Office of the Chancellor
      2. Second Floor
         a. HR Services including Payroll and Benefits
         b. Building Operations
         c. Location of restrooms, public phones, elevators/stairways and conference rooms
      3. First Floor
         a. Reception desk/Security
         b. Public restrooms, employee lockers/showers
         c. Lunch Room
         d. Catering Kitchen, Copy Center, Mailroom
         e. Dumke Auditorium, other conference rooms
         g. Academic Senate, California State Student Association (CSSA)
      4. North Parking Lot
         a. Choosing to park in North vs. South lot
         b. Use of OneCard to enter lots
         c. Restaurants and points-of-interest (World Trade Center and Post Office, Aquarium, Pine Street, Shoreline Village)
         d. Demonstration of OneCard to re-enter building/use of button if OneCard is lost
         e. Sidewalk from North Employee Entrance to Front Entrance
         f. After-hours procedures (PIN number and sign-in desk)
      5. Third Floor
         a. Desktop Services
   6. Fifth Floor
      a. Accounting
      b. Contract Services and Procurement
      c. Communications
   7. Sixth Floor
      a. Executive Office
      b. Conference Services
II. 3RD WEDNESDAY OF THE MONTH (Presented by HR Services)

A. Orientation to the CSU System and the Office of the Chancellor

B. HR Policies, Programs and Benefits

1. Your Paycheck
   a. Pay schedule (pay periods and paydays)
   b. Entering time in Absence Management
   c. Paycheck distribution
   d. Direct deposit
   e. Tax withholding

2. Holidays, Personal Holiday and Vacation

3. Sick Leave and Other Leaves of Absence
   a. Sick leave
   b. Family leave
   c. Maternity/paternity/adoptive leave
   d. Jury duty
   e. Military duty
   f. Bereavement leave
   g. NDI/IDL
   h. Catastrophic leave

4. Policies
   a. Smoking
   b. Drug-Free Workplace
   c. EEO/Affirmative Action
   d. Health and Safety
   e. Persons with Disabilities
   f. Workplace Violence
   g. Sexual Harassment
   h. Internet Use

5. HR Programs
   a. Training (Specialized Training and Fee Waiver)
   b. Performance evaluation
   c. Rideshare
   d. Employee Assistance Program (EAP)
   e. Employee discounts
   f. Casual Friday

6. Health Benefits
   Life changes that affect your benefits
   a. Medical
   b. Dental
   c. Vision
   d. FlexCash Plan and TAPP
   e. Benefits Worksheet
      Eligible Dependents/Declaration of health coverage/
      Gender verification of married persons
   f. Health Care Reimbursement Account
   g. Dependent Care Reimbursement Account
ORIENTATION TOURS AND MEETING SCHEDULE (CONT’D.)

7. Disability Benefits
   a. Long-Term Disability (MPP only)
   b. Workers’ Compensation

8. Life Insurance
   a. Standard Life Insurance Plan
   b. CalPERS Death Benefits
   c. Additional Voluntary Life Insurance

9. Retirement
   a. TSA 403(b)
   b. Savings Plus Program - Deferred Comp (457)/Thrift Plan 401(k)
   c. U.S. Savings Bonds
      CalPERS Retirement
   d. PERS Supplemental Contributions Program
   e. Credit Unions

10. Additional CSU Benefits
    a. Metlaw Legal Plan
    b. CA Casualty Auto & Homeowners Insurance
    c. ScholarShare College Savings Plan
    d. Medex Travel Assist
    e. Credit Unions
    f. Aflac Group Critical Illness

C. CSU Website
III. ONE FRIDAY MORNING A MONTH

A. Accounting Orientation  
   Ambassadors: Cyndi Williams/Peggy Allen  
   1. CSU Travel Policy and Resources  
   2. State Travel Agreements and Contracts  
   3. Travel expenses (meals, lodging, transportation)  
   4. Reimbursement Forms

B. Contract Services and Procurement Orientation  
   Ambassadors: Dawn Locher/Mary Carrillo  
   1. Overview of CS&P  
   2. Requisitioning supplies and services  
   3. Office Max contract  
   4. Procurement card program  
   5. Visa Card Travel Program

C. Conference Services Orientation  
   Ambassadors: Cynthia Wyatt/Dave Stanton  
   1. Conference Services Policy  
   2. Hotel information  
   3. Meeting room set-ups  
   4. Exhibit supplies  
   5. Marketing materials  
   6. Audio-visual resources  
   7. Forms  
      - Tax-exemption occupancy form - Equipment off-site use form  
   8. Meeting planner’s checklist  
   9. Hospitality  
      Conference rooms, Catering kitchen

D. Information Security Awareness Orientation  
   Ambassador: Cuc Du  
   1. Information Security  
      a. What is it?  
      b. Why does it matter?  
      c. What does it mean to me?

E. Communications/Copy Center Orientation  
   Ambassadors: Ginger Stark, Greg Steiner, Marilyn Pitts  
   1. Communications strategy and planning  
   2. Design (print, multimedia and Web)  
   3. Promotional items (CSU pens, mugs, padfolios, tote bags)  
   4. Printing  
   5. Copywriting, copyediting and proofreading  

Copy Center Orientation  
   Ambassadors: James Wesson/Greg Steiner  
   1. Photocopying  
   2. Bindery
ORIENTATION TOURS AND MEETING SCHEDULE (CONT’D.)

F. Building Operations
   Ambassador: Robert Boyhan
   1. Building Information
   2. Recycling
   3. Off-Site Storage/Records Retention
   4. Helpful Information

G. Risk Management/Public Safety
   Ambassadors: Sue Bell or Nate Johnson
   1. Parking
   2. Mail – Receiving – Supply
   3. Security
   4. Elevators
   5. OneCard
   6. Loss/Theft of Computer/Laptop/Blackberry’s/PDA’s
   7. Emergency Procedures
   8. Emergency Preparedness
   9. EOC bag
  10. Block leaders/floor captains
  11. Evacuation
  12. Active Shooter Awareness
  13. Safety