

Hiring Department Checklist

- If your new employee is benefits eligible, be sure he/she visits the on-line Orientation. Remind them that it is required before coming to a Paper Completion Session.
- Remind all benefits eligible employees that they only have 30 days from their date of hire to complete all benefits paperwork.
- Refer all questions regarding benefits or orientation to the Human Resources Dept. at 915-7431.
- Remind your new employees to get a parking decal.
- Introduce new employee to staff. Provide an organizational chart. Tour the work area. Describe primary purpose of the unit.
- Discuss safety concerns in your work area
- Discuss Department Dress Code, lunch and break times, working hours, and inclement weather procedures.
- Discuss Pay Schedule, overtime and comp time, leave procedures.
- Discuss Probationary Period, performance evaluations, and job description. Encourage the new employee to come to you for information and advice.

New Employee Checklist

Use this checklist to guide you through your first few days of employment at Ole Miss
Print and Read this form now.

***You will be asked to provide you first and last name, your Social Security Number, and the name of your department.

***You will also be asked if you are eligible for benefits.

- Be sure you have completed your New-Hire Paperwork with the Records section of Human Resources
- Complete online orientation including University Policies and Procedures & benefits overview.
Be aware of Benefits Enrollment Deadlines!!!!
- Note the web addresses of
Human Resources - <http://www.olemiss.edu/depts/HR>
Equal Opportunity - http://www.olemiss.edu/depts/affirmative_action/
University Police - http://www.olemiss.edu/depts/u_police/
You may wish to refer to these pages throughout your employment at Ole Miss.
- When you have completed online orientation and printed all forms, you must complete a short questionnaire to record your complete participation.

If you are benefits eligible, you should carefully view the *Summary of Benefits* at the end of the online orientation presentation, which includes benefit plan details and enrollment forms.
- Please plan to attend an optional benefits sign-up session, held the first and third Wednesdays each month from 9:00 AM - 11:00 AM in the Human Resources Training Room. At these sessions, Human Resources will assist you in completing your enrollment paperwork. If you have any questions prior to this session please call 915-7431.
- Meet with your supervisor to learn more about your department's mission as well as additional policies and procedures specific to your department.
- Visit the University Police Department Traffic Office to purchase your car decal.
- Schedule your three or six month review with your supervisor.
- Get your Faculty/Staff ID made at the ID center located in Paul B. Johnson Commons (Across from Chapel)

New Employee Benefits Checklist

	Benefit (Pre-Taxed)	Optional / Required	Deadline for New Employees to Enroll
<input type="checkbox"/>	State Retirement (PERS / ORP)	Required	Within 30 days of your hire date
<input type="checkbox"/>	Health Insurance	Optional	Within 30 days of your hire date
<input type="checkbox"/>	Dental Insurance (Delta Dental)	Optional	Within 30 days of your hire date
<input type="checkbox"/>	Cancer and Dreaded Disease (American Heritage or Life of Alabama)	Optional	Within 30 days of your hire date
<input type="checkbox"/>	Intensive Care (American Heritage or Life of Alabama)	Optional	Within 30 days of your hire date
<input type="checkbox"/>	Accidental Death & Dismemberment Insurance	Optional	Within 30 days of your hire date
<input type="checkbox"/>	Dependent Care Spending Account	Optional	Within 30 days of your hire date
<input type="checkbox"/>	Medical Expense Reimbursement Account	Optional	Within 30 days of your hire date

	Benefit (Post-Taxed)	Optional / Required	Deadline for New Employees to Enroll
<input type="checkbox"/>	Life Insurance (Aetna)	Optional	Anytime
<input type="checkbox"/>	Life Insurance (UNUM)	Optional	Within 30 days of your hire date
<input type="checkbox"/>	Long Term Disability Insurance	Optional	Anytime