

New Employee Onboarding Guide for Student Affairs Departments

(This checklist does not apply to emergency hires)

Dear Hiring Manager,

Our end-goal with this resource is to help you provide the best onboarding experience for your new team member.

Sincerely,

Student Affairs Business Resources (SABR) & SA-IT

Before Position Posts

Department Responsibility

1. Schedule and complete Intake Meeting

- a. The first step in the recruitment process is to engage SABR by sending an email to sa-businessresources@csus.edu with "Recruitment Intake" in the subject line.
- b. The intake meeting is with the hiring manager and SABR Leads to map the timeline/agreement for recruitment.
- c. **NOTE:** A work location must be identified before the position is posted. The required "workplan meeting" will not be scheduled without this information.

2. Connect with SA-IT – SA-IT will be reaching out to start the conversation regarding space and equipment. Be sure to respond promptly and accurately. *Note: Items may need to be purchased.*

3. Identify an Onboarding Host/Lead – Assigned by the hiring manager. The onboarding host/lead will help acquaint the new employee with the office space, dynamics, and expectations.

SABR Analyst Responsibility

1. Provide the hiring manager with documents (per Intake), including this onboarding guide.
2. Schedule workplan meeting with Recruitment Analyst, hiring manager, and chair.
3. Utilize Recruitment Workflow for various steps from posting to start-date.

Once New Employee's Start Date is Set

Department Responsibility

1. **Contact the New Employee –** Welcome the new employee to the team, let them know who their onboarding host/lead will be, and set a place for them to attend the Zoom portion of the New Employee Orientation (if applicable).

2. **Onboarding Tasks in CHRS Recruiting – Page Up** – As a Hiring Manager, you have access to “Manager Activities” on your Dashboard in CHRS Recruiting – Page Up. There it lists tasks for the new hires. As the Hiring Manager, you have the ability to add tasks and send the new employee alerts. This access is available the week before the new employee starts and then for several weeks following.
3. **Connect with SA-IT** – SA-IT will reach out regarding access and scheduling a 1:1 “Get to Know Your Laptop” session between the new employee and an SA-IT team member. *Note: Not all access falls under SA-IT purview.*
4. **New Hire Announcement** – Let the search committee, your department, and any related offices know about the new hire. Send an email asking staff to welcome the new employee and share some information about them: name, job title, work location, and any other information (e.g., where else the incumbent has worked on- or off-campus, if they are “Made at Sac State,” etc.).
5. **First Week Schedule** – Plan a schedule for the employee’s first week. See [Attachment A – Sample Onboarding Schedule](#)

HR Responsibility

HR will email the new employee, their hiring manager, and the SABR analyst with the following documents:

- Offer Letter, Position Description, CANRA General Reporter Acknowledgement, CANRA Memo, Health Advisory, Sustainability Statement, and Union message (from their applicable union).
- The Campus’ New Employee Orientation Checklist (NEO). NEO checklist items are also included in this document.
- See [Attachment C](#) for a sample of the New Employee Orientation Information email from HR Employment Services as well as a sample of the “Welcome to Your New Position” email from HR Employment Services for promoted employees.

First Day of Employment

HR Responsibility

1. **HR Orientation** – In-person and Zoom components (refer to [Attachment C](#))
 - The employee will meet a rep from HR Employment Services at 8:15 a.m. at the Welcome Center. If driving, they will be instructed by HR to park in one of the free 30 Minute parking spaces in front of the Welcome Center
 - The virtual New Employee Orientation typically takes place every other Monday via Zoom at 9:15 a.m. The employee should take this meeting at their new workstation.

- At New Employee Orientation the employee will learn about the university, staff policies and procedures, benefits, union representation, and payroll.

Department Responsibility

1. **Welcome** – Meet the employee at the Welcome Center at 8:45 a.m. so there is a warm handoff from the HR Employment Services rep.
2. **Parking Permit** - Parking permit can be obtained in the UTAPS Office located at the Welcome Center. They will need the license plate number of their vehicle(s). Please review the available parking locations with the employee.
3. **OneCard** - Sac State OneCard (University ID Card) can be obtained in the Bursar's Office in Lassen Hall 1003. They will need a photo ID and their offer letter.
4. **Keys** - Complete a Key Request form ([link](#)) for keys and fob(s) the new hire requires and get the appropriate signatures. The new employee will need their OneCard to pick up their key(s) from Facilities Services. Set time with the host to accompany the new employee.
5. **Show Space/Equipment Location** - Space and equipment will have been set-up by SA-IT. Give your new team member time to get acquainted with their space/equipment.
 - a. They can reference the [SA-IT OnBoarding Resource](#) for assistance.
 - b. Tell them about future meetings with SA-IT where SA-IT will ensure the new employee is logged in to appropriate software, will finalize applicable configurations, and answer any questions they may have about the device. *Note: any task-specific questions need to be answered by the department.*
6. **SacLink Setup** - Have the new employee sign onto portal using onboarding host's device (www.saclink.csus.edu). They will have to enter their employee ID number or the last 4 digits of their social security number, last name, and DOB.
7. **Connect with SA-IT** – SA-IT will be reaching out to verify the new employee's SacLink ID/CSUS email to grant pre-determined access. Be sure to respond promptly and accurately.
8. **Inform the New Employee the date/time of the scheduled "Get to Know Your Laptop" Session** (can happen within first 3 days) – An SA-IT team member will meet with the new employee in their office as scheduled.
9. **Campus Tour** – tours@csus.edu

First Week of Employment

SABR Responsibility:

1. **Welcome Gift** – A SABR team member will deliver Student Affairs promotional items to the new employee.
2. **Reporting Relationship** – If the new team member is a supervisor, work with your SABR Analyst to move staff to report to their position in CHRS.

Department Responsibility

1. **Introductions/Org Chart Review** - Provide an organization chart so the employee can understand how their position fits into the department and the division. Provide an overview of department staff members' area(s) of responsibility.
2. **CSU Learn Trainings** – After the first several days, the employee should be able to access CSU Learn and complete required trainings, as well as position specific trainings.
 - a. Data Security and FERPA
 - b. CSU's Sexual Misconduct Prevention Program
 - c. Discrimination Harassment Prevention Training
 - d. Others, as appropriate for the position
3. **Business Cards** – if applicable [Business Cards order instructions](#).
3. **Name tag** – if applicable [University Print Ordering Information](#).
4. **Professional Photo** –contact [Student Affairs Communications team](#) for a portrait photo (used in dept webpage).
5. **CONCUR Training** – Concur access and the related travel card is required for employee travel. If applicable, contact Accounts Payable to set up a time for the new employee to attend a Concur Training and help the new employee complete the Travel Card application.
6. **Directory Listing** – Instruct the employee on how to update their information in the campus directory (via the "Personal/Campus Directory" link under their Employee Quick Links in their My Sac State). Request that your admin support or SABR Analyst update any applicable website if appropriate.
7. **Systems Access** – Enter the CARS request for system(s) access. Reach out to your SABR Analyst if assistance is needed.
8. **Safety & Emergency** – Review department's safety and emergency and evacuation procedures. Review location of first aid kit, fire alarm(s), AED, and fire extinguisher(s). Explain the Emergency Notification System (ENS).
9. **Supervisor Discussion Topics**
 - Mission and goals of the university, division, and department.
 - Position information such as job description, performance expectations, evaluation methods, probationary period/temporary status, lead work direction, security codes, assignments, and duties.
 - Relevant university, division, and/or department policies.
 - Office culture such as attire, personal conduct, code of ethics/behavior, confidentiality, phone etiquette, professional development, and team/staff meetings.
 - Work procedures such as office hours, schedule, breaks/lunch, office supplies, email and internet usage, and steps to resolve problems and conflicts.

- Leave and timekeeping procedures such as notification of time off for planned (vacation) and unplanned absences, and time reporting for hourly employees (if applicable).
- Overtime procedures (if applicable) and who preapproves overtime.
- Review use of phones, copiers, and other work supplies.

Attachments:

A: Sample Onboarding Schedule

B: Resources and Information

C: New Employee Orientation Information Example

New Employee Onboarding Guide for Student Affairs Departments

Attachment A – *Sample* Onboarding Schedule

First Week Schedule – **Sample, please customize**

Monday/1 st Day			
Time	Action	Resources	Responsible Individual
8am – 8:15am	Meet employee and ensure they are parked in the 30-minute parking Walk them to HR's New Employee Orientation	Welcome Center	Manager/Lead/Host
8:15am – 8:45am	HR New Employee Orientation – in person component	Welcome Center	HR
8:45am – 9:15am	Meet candidate after orientation Show employee where they can attend the Zoom portion of orientation		Manager/Host/Lead
9:15am – 12:00pm	HR New Employee Orientation	Zoom	HR
12:00pm-1:00pm	Lunch with Manager/Host/department to welcome employee		Manager/Lead/Host
1:00pm – 2:00pm	Show employee workstation Allow them to get familiar with workstation and complete their Saclink email setup and computer setup/Administrative Onboarding	Saclink setup: https://saclink.csus.edu Voicemail: <u>Phone Service</u>	Manager/Host/Lead
2:00pm – 3:30pm	Meet with full department and other contacts the position works with		Department employees/ other contacts
3:30pm – 4:00pm	Obtain One Card from Bursar's Office	Lassen Hall 1003	Bursar's Office
4:00pm-4:30pm	Key Request	Facilities	Manager/Lead/Host
4:30pm-5:00pm	Check in with Manager/Lead		Manager/Lead

Tuesday, 2nd Day			
Time	Action	Resources	Responsible Individual
8:00am- 8:15am	Check in with Manager/Lead		Manager/Lead
8:15am-8:30am	Get settled into workstation		New Employee
8:30am- 10:30am	Have discussion with supervisor (suggested topics on page 4 of guide) Discuss Affinity groups and perks (see resources at the end of this document)		Manager/Lead/Host
10:30am-12:00pm	Shadow staff with a similar role		Other staff
12:00pm-1:00pm	Lunch		New employee
1:00pm-2:00pm	Review processes and policies pertinent to position, including Safety & Emergency information	Position specific	Manager/Lead
2:00pm – 3:30pm	Shadow staff with a similar role		Other staff
3:30pm-4:30pm	Work on any assignments	Position specific	New Employee
4:30pm-5:00pm	Check in with Manager/Lead		Manager/Lead
Wednesday, 3rd Day			
Time	Action	Resources	Responsible Individual
8:00am- 8:15am	Check in with Manager/Lead		Manager/Lead
8:15am-8:30am	Get settled into workstation		New Employee
8:30am-9:30am	Ensure new employee has correct calendar/shared drive/CHRS Access	Position specific	Manager/Lead/Admin
9:30am-10:30am	Ensure all checklist items from HR are being completed		Manager/Lead/Admin
10:30am-12:00pm	Meeting with campus constituents		Manager/Lead
12:00pm-1:00pm	Lunch		New Employee
1:00pm-3:00pm	Complete Trainings in CSU Learn	Data Security and FERPA training	New Employee

		CSU's Sexual Misconduct Prevention Program Illness Prevention Program Emergency Preparedness Active Shooter Discrimination Harassment Prevention Training Youth Protection Program, Procard and/or Concur Travel (if applicable)	
3:00pm-3:30pm	Ensure employee is added to appropriate list serves/meetings		Manager/Lead/Admin
3:30pm-4:00pm	Visit the Ergonomics site at: https://www.csus.edu/campus-safety/environmental-health-safety/safety-management/general-safety/ergonomics.html and review your station.	Contact Risk Management Services at (916) 278-2020 for additional information.	New Employee
4:00pm-5:00pm	Work on any assignments		New Employee
Thursday, 4th Day			
Time	Action	Resources	Responsible Individual
8:00am-10:00pm	Work on assignments/applicable trainings		New Employee
10:00am-12:00pm	Shadow staff in similar role		Other staff
12:00pm-1:00pm	Lunch		New Employee
1:00pm-3:00pm	Shadow staff in similar role		Other staff
3:00pm-4:00pm	Ensure all checklist items are complete		Manager/ Lead/Admin
4:00pm-5:00pm	Work on any assignments/check in with supervisor/lead		New Employee
Friday, 5th Day			
Time	Action	Resources	Responsible Individual
8:00am-9:00am	Compile list of questions		New Employee
9:00am-11:00am	Shadow staff in similar role		Other staff
11:00am-12:00am	Work on any assignments		New Employee
12:00pm-1:00pm	Lunch		New Employee

1:00pm-2:00pm	Work on any assignments		New Employee
2:00pm-3:00pm	Meet with Manager/Lead to work on expectations and answer any questions		Manager/Lead
3:00pm-5:00pm	Sac State 101	CSU Learn	New Employee

New Employee Checklist for Student Affairs Departments

Attachment B - Resources and Information

Resources and Information on some of the benefits to being a Hornet

CSU Total Compensation Calculator

<https://www.calstate.edu/csu-system/careers/compensation/Pages/compensation-calculator.aspx>

Employee Affinity Groups

<https://www.csus.edu/division-inclusive-excellence/employee-affinity-groups/>

Employee Wellness

<https://www.csus.edu/wellness/employee-wellness/>

Hornet Express Shuttle

<https://www.csus.edu/parking-transportation/shuttle/>

Sacramento RT Commuter Sleeve

<https://www.csus.edu/parking-transportation/alternative-transportation/commuter-sleeve.html>

OneCard Discounts

<https://www.csus.edu/administration-business-affairs/onecard/card-uses.html>

Staff Talent Appreciation & Retention (STAR) Awards Program

<https://www.csus.edu/student-affairs/star-awards.html>

University Staff Assembly Events/Committee

<https://www.csus.edu/president/university-staff-assembly/>

Campus Sponsored Professional Development

<https://www.csus.edu/administration-business-affairs/human-resources/learning-development/>

<https://www.trumba.com/calendars/sacramento-state-events?trumbaEmbed=filterview%3DFeaturedEvents#/?i=8>

Campus Events Calendar (select event categories on the left-most column of the page)

<https://www.trumba.com/calendars/sacramento-state-events?trumbaEmbed=filterview%3DFeaturedEvents#/?i=12>

New Employee Checklist for Student Affairs Departments

Attachment C – Example - NEW EMPLOYEE ORIENTATION INFORMATION from HR

Dear <Employee Name>,

Congratulations on your acceptance of your new position at Sac State! Here are some key things you will need to know before your first day:

- Your Sac State ID # is <Number>. Please have this accessible as it will be necessary for several aspects of your employment.
- Per the [CSU COVID-19 Vaccination Policy](#), it is strongly recommended that all California State University, Sacramento employees who are accessing office and campus facilities follow COVID-19 vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications.
- On your first day, please meet me at 8:15AM in the Welcome Center. Please take some time to find the Welcome Center on the campus map here: <https://www.csus.edu/campusmap/>
- If driving, please park in one of the free 30 Minute parking spaces in front of the Welcome Center.
- Be prepared to complete Section 2 of the I-9 form by first responding to the email from Tracker I-9 and completing Section 1 online, then bring your original identification documents to Orientation for verification. The most common documents used are a Driver's License and Social Security Card. Photocopies of the documents are not acceptable.
- Regardless of I-9 Verification documents provided, you are also required to present your Social Security Card to a Human Resources representative for payroll purposes. The CSU is required to make payment to the name listed on your Social Security Card, so we ask to view it to confirm we have the name listed properly in our system.
- To complete mandatory new hire paperwork, please respond to the email from AcrobatSign/HR Employment Services with the subject line "Signature requested on ABA_HR_New Hire Paperwork" by clicking on "Review and sign." The Human Resources – Employment Services team will print your submitted packet for you to finalize when you complete your I-9 Verification in person on campus. If you have questions about any of the forms, or are unable to access via AcrobatSign, please print them from our [Payroll New Employee](#) website and bring with you to the Welcome Center so we can cover them in person.
- Your Offer Letter and Position Description are attached to this email. After New Employee Orientation, I will send these documents via AdobeSign to collect your signature, along with the Child Abuse and Neglect Reporting Act Acknowledgement (also attached).
- If desired, you will be able to purchase your Employee Parking Permit while at the Welcome Center. You will need the License Plate numbers of up to two vehicles you would like associated with your parking permit.
- You will report to your department after in-person tasks are completed. If you drove, you may move your car at this time to a proper employee space closer to your department.
- On <DATE>, at <TIME>, we will begin the Zoom portion of New Employee Orientation with presentations from Human Resources representatives and possibly your Employee Union. Please see Zoom Invite information below:
Join Zoom Meeting
<ZOOM LINK>
- New Employee Orientation usually ends around 12:00PM.
- Please review the other documents attached to this email for your reference.

The Office of Human Resources seeks to ensure that all of our events are inclusive and that all attendees are able to fully participate. Individuals who require a reasonable accommodation to participate in NEO should contact the Benefits Office at 916-278-6213 or benefits@csus.edu as soon as practicable.

Sac State would also like to take this opportunity to inform you about public safety issues on campus in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act*:

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the current Annual Security Report (ASR) is available for viewing at www.csus.edu/clery. The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming. The ASR also contains statistics of Clery Act crimes for Sacramento State for the last three (3) calendar years. Paper copies are available upon request at the Police Service Center located in the University Union.

If you have any questions, please reach out to me. Whatever I can do to make your first day as smooth as possible please let me know!

Warm Regards,

Employment Services | Human Resources



California State University, Sacramento

6000 J Street, Del Norte Hall 3009, Sacramento CA 95819-6032

T: (916) 278-6326 | F: (916) 278-7850

HR-PTF@csus.edu | csus.edu/hr/employment-services

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Sacramento State is [Hiring!](#)



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New Employee Checklist for Student Affairs Departments

Attachment C – Example - WELCOME TO YOUR NEW POSITION from HR (for promoted employees)

Dear <NAME>,

Welcome to your new position at California State University, Sacramento! Attached are your appointment letter and position description for your review. After reviewing, please sign into your CHRS Recruiting Applicant Portal and accept the offer letter and retain a copy of both for your records.

I am pleased to inform you that you have successfully completed a background check through Accurate Background. Originally, the offer was contingent upon a background check, but this contingency no longer exists and you are confirmed to begin your new position on the agreed start date.

To finalize your appointment, I will send you the Offer Letter and Position Description via AdobeSign to collect your signature and provide a copy to your department supervisor for their records.

Please let me know if you have any questions.

Respectfully,



Employment Services | Human Resources
California State University, Sacramento
6000 J Street, Del Norte Hall 3009, Sacramento CA 95819-6032
T: (916) 278-6326 | F: (916) 278-7850
HR-PTF@csus.edu | csus.edu/hr/employment-services
[#Stingersup](#)
Sacramento State is [Hiring!](#)



LGBTQIA+ Safe zone

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Attachments: PD and Offer