



New Employee Checklist

Name of Employee:

Position Title:

Report Date:

Name of Supervisor:

TASK PRIOR TO REPORT DATE/FIRST DAY OF WORK	MARK COMPLETE
NEW HIRES ADMINISTRATIVE TASKINGS	
Employee receives Reporting Day information via email	
Employee Directed to download & complete appropriate forms, and review website information such as New Employee Handbook	
<i>Forms from Onboarding account:</i>	
*I-9 Employment Eligibility Verification form (if applicable)	
*OF-306 Declaration for Federal Employment	
*SF-61 Appointment Affidavit	
*FMS 2231 Fast Start Direct Deposit	
*Tax CA DE 4 - Employee's California Withholding Allowance Certificate	
*W 4 Employee Withholding Allowance	
<i>Forms from NAVFAC SW Website:</i>	
*New Employee Checklist	
Employee to complete Cyber Awareness Training and print Certificate to be brought on first day of work	
ROLE AND RESPONSIBILITIES OF SUPERVISOR/SPONSOR	
Determine Space Management Requirements (i.e. Desk/cubicle location, locker, etc.) as appropriate	
Create the following STS Tickets:	
1) Request for Hardware (i.e. computer, monitor, phone, request new phone/network drops, etc.) as appropriate	
2) Request to reset Phone Voicemail Password as appropriate	
3) Request for Account (Check-in) *Notate that SAAR-N form will be submitted on Employee's first day of work	
Determine IT Requirements (i.e. Systems, Programs, Applications required) as appropriate	
Complete SAAR-N form and have ready for signature on Employee's first day of work (to be brought to Security when picking up employee on first day)	
TASK ON REPORT DATE/FIRST DAY OF WORK	
NEW HIRE	
Employee Checks in with Security	
*Security will work on temporary badge/base access while employee is without CAC	
HR collects required Forms: Appointment Affidavit, OF-306, I-9 Employment Verification, W-4, Direct Deposit, CA Tax	
HR conducts inbrief with new hire (terms and conditions of employment)	
Employee attends New Employee Orientation (NEO) Presentations:	
-HRO (General)	
-Workforce Development	
-Inspector General (IG)	
-Payroll	
-Safety	
-CIO	
-EEO	
-Security	
Employee is picked up by First level supervisor/Sponsor	
Supervisor provides info on obtaining temporary badge and CAC (how/when/list of locations provided by Security)	
Attend Command Brief	
ROLE AND RESPONSIBILITY OF SUPERVISOR	
Pick up Employee at the end of New Employee Orientation from Security office	
Ensure employee brought Cyber Awareness Training certificate and SAAR-N form is completed/signed and dropped off with Security	
Discuss the following with employee:	
*Work Schedule	
*Locations of Restrooms, Break/Lunch Rooms, etc.	
*Cell phone policy	
*Parking policy	
*Transportation Incentives Program (TIPs)	
*Background Security Investigations	
* Overtime/Compensatory Time policy	
*Process for reporting absences/leave requests	
*Show employee Fire exits/Evacuation Assembly Area	
Provide employee with office keys and/or supplies (as appropriate)	
Provide Employee with Supervisory Expectations:	
*Completed Staff work	
*Safe work practices and methods	
*Customer Service	
*Official use of Government Equipment	
*Official use of Government Vehicles	

ROLE AND RESPONSIBILITY OF SUPERVISOR AFTER REPORT DATE	MARK COMPLETE
Provide an overview of automated systems (as appropriate)	
Verify that employee's SF-50 has been processed (via MyBiz/MyWorkplace) so that employee can go obtain their CAC	
Once CAC card received send Employee Identification Number (on back of CAC card) to CIO (with STS# in email) to complete processing of SAAR-N	
Once CAC card received have employee send an email to Safety office to establish their ESAMS account	
Require all GS and WG Employees who has access to computers to take Computer Based Training in SLDCADA	
Supervisor Request SLDCADA access (as appropriate).	
* Employee send email to SW FM Payroll to request access to SLDCADA	
Discuss Annual Mandatory Training Requirements for FY15: <ul style="list-style-type: none"> -Records Management -Personally Identifiable Information (PII) -Prevention of Sexual Harassment (POSH) -No Fear -Level 1 Antiterrorism Awareness -Combatting Trafficking in Persons (TIP) -NCIS Counterintelligence Awareness -Sexual Assault Prevention and Response (SAPR) -Fraud Awareness -Physical Security Refresher -Environmental Management System (EMS) Awareness 	
Discuss additional training and Individual Development Plan (IDP)	