SUNY ESF

NEW EMPOYEE CHECKLIST and SEPARATING EMPLOYEE NOTIFICATION PROCESS

Unit Heads/Department Chairs should follow College procedures to obtain various items and services for new employees in their area (see new employee checklist on next page). They should also communicate new and separating employees to the Property Control Designee in their respective department who maintains a list of State college property authorized for each employee in their area, including those items without a property control tag #. See examples below, as well as the chart further below that can be used for each employee.

Item description	How obtained	Date Issued	Property Control Tag # (or N/A)	Date returned
Procurement Card	Business Affairs/Procurement	10/1/18	N/A	
IPad (Apple)	Purchased with procurement card	10/5/18	N/A	
Laptop (Dell)	Purchasing	10/6/18	55Z-12345	
Key to office file cabinet	Home unit (e.g. EFB)	10/1/18	N/A	

Unit Head/Department Chairs should also email employee.separation@esf.edu to notify appropriate areas of the upcoming separation of an employee who will not be maintaining an authorized on-campus status at the College (*the email should include name, title, and separation date*). Employees who are leaving the college may also email their information directly, copying their supervisor. The areas receiving your email will communicate back as needed. (Areas receiving notification include Business Affairs, Purchasing, Travel, Property Control, Moon Library, Instructional Technology Media, Environmental Health and Safety, Computing and Network Services, Information Systems, Telephone Access, University Police, and Human Resources.)

Employee _____ Hire Date _____ Separation Date _____

Item description	Issued by	Date Issued	Property Control Tag # (or N/A)	Date returned

CHECKLIST FOR NEW EMPLOYEES

Service or item	Responsible Unit/Procedure Link	Date completed
ESF ID card	Human Resources https://www.esf.edu/hr/handbooks/idcards.htm	
ESF Employee Benefits	Human Resources, (315) 470-6611 https://www.suny.edu/benefits/benefit-summaries/	
Blackboard access (faculty)	Human Resources and Registrar https://www.esf.edu/hr/handbooks/idcards.htm	
Unit file cabinet keys	Home Unit	
Unit web site update	Home Unit	
Building/Office Keys	University Policy Department https://www.esf.edu/au/documents/KeyProcedures.pdf	
Building Access	University Police Department https://www.esf.edu/au/documents/KeyProcedures.pdf	
Email and NetID	Computing and Network Services https://www.esf.edu/hr/handbooks/idcards.htm	
Computer assistance, passwords, listservs	Computing and Network Services http://helpdesk.esf.edu/cns/	
Banner	Information Systems	
Telephones, Voicemail	Telecommunications https://www.esf.edu/physicalplant/telcom.htm	
Procurement Card	Business Affairs/Procurement https://www.esf.edu/business/purchasing/proccard.htm	
Travel Card	Business Affairs/Travel https://www.esf.edu/business/documents/TRAVEL-CARD-Application.pdf	
SUNY Financial Management System and SUNY Business Intelligence	Business Affairs lmcampagna@esf.edu	
Leave Reports / Timesheets	Business Affairs/Payroll https://www.esf.edu/business/payroll/	

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