UMPQUA COMMUNITY COLLEGE

ONBOARDING CHECKLIST

NEW EMPLOYEE, NEW POSITION

Human Resources:	
Application Materials	☐
Transcripts (if degree req'd for posn)	☐
Job Description	☐
Criminal History Check Authorization	☐
I-9/documentation	☐
Employee Computing Services form	☐
Payroll Authorization	☐
W-4 form	☐
Direct Deposit form (if desired)	☐
PERS Membership Statement	☐
Confidentiality Statement	☐
Acknowledgement of Board Policies	☐
Emergency Contact form	☐
Benefit Enrollment (full-time positions)	☐
Instructor Approval (faculty positions)	☐
New Employee Orientation	☐
Hiring Department:	
Parking Tag	☐
ID Badge	☐
Keys	☐
Canvas Training	☐
Banner Training	☐
Email Account Access	☐
Self Service Banner	☐
Web Time Entry Training (not Adjunct or some Student Workers)	☐
Other Training:	
	☐
	☐
	☐
	☐

CURRENT EMPLOYEE, NEW POSITION

Human Resources:	
Application Materials	☐
Transcripts (if degree req'd for posn)	☐
Job Description	☐
Criminal History Check Authorization	☐
Employee Computing Services form	☐
Payroll Authorization	☐
W-4 form (if change needed)	☐
Direct Deposit form (if needed)	☐
Benefit Enrollment (full-time positions)	☐
Instructor Approval (faculty positions)	☐
Hiring Department:	
Parking Tag	☐
ID Badge	☐
Keys	☐
Canvas Training	☐
Banner Training	☐
Email Account Access	☐
Self Service Banner	☐
Web Time Entry Training (not Adjunct or some Student Workers)	☐
Other Training:	
	☐
	☐
	☐