

CHECKLIST FOR ALL DEPARTMENT MANAGERS

PLEASE USE THIS DOCUMENT AS A CHECKLIST FOR ALL DEPARTMENT MANAGERS TO ASSIST YOU PREPARE FOR YOUR NEW HIRE

PRIOR TO START DATE

Research Compliance

1. Will the prospective visitor will be involved in any type of research.

Yes No

If so, the sponsor should call the Research Compliance Office at 501-686-8062, explain the request, and then complete the items listed to the right of the form.

Immigration Services

2. The sponsoring unit administrator should contact Immigration Services at askimmigration@uams.edu. Include "Academic Visitor Request" in the subject line of your email and explain your request. Once an email response has been received from an Immigration Services staff member, attach a copy of the response/approval email to this form. Submit non-employee form.

3. Order a computer and other tools needed to perform the job. Access the IT/Purchasing site at <http://intranet.uams.edu/it/Inventory/Purchasing.asp> or by calling the IT Helpdesk at (501) 686-8555. (include software and/or access permissions)

4. Ensure office space has been arranged with Space Committee at 501-526-7943.

5. To request a phone and/or phone service for your newhire, contact IT Telecommunications at <http://www.uams.edu/campusop/depts/ts/> or by calling (501) 686-6420.

6. Obtain keys and signature card for your new hire's cube or office by contacting physical plant key shop at 686-8732.

7. Request a UAMS badge by completing the Online ID Badge Access Request at <http://www.uams.edu/campusop/depts/PD/Forms/BARquest.aspx>

8. Schedule your new hire for required SAP training.

9. PFCC / Staff Orientation Scheduled (Manager Task in My Compass)

10. Schedule a 90 day evaluation with the appropriate supervisor.

11. On the Friday prior to start date, call your new employee to touch base with them and remind them to bring two (2) acceptable forms of ID with them to complete the I-9 Verification.

Comments: