

CHECKLIST FOR ALL DEPARTMENT MANAGERS IN THE COLLEGE OF PHARMACY

PLEASE PRINT THIS CHECKLIST AND USE THIS DOCUMENT ALL DEPARTMENT MANAGERS IN THE COLLEGE OF PHARMACY
TO ASSIST YOU PREPARE FOR YOUR NEW HIRE

COP - New Hire Check list	
1	Name:
2	Position title:
3	Supervisor:
4	Contact #:
5	Org #:
6	Position #:
7	Dept:
8	Start Date
9	Approved Salary
10	Signed Hire Letter
11	Current CV/Resume
12	DOB/SS#
13	Applicant #
14	Faculty Position?
15	Drug Test Completed?
16	Ensure benefits onboarding packet has been sent.
17	Emp Disclosure Form Completed
18	Pharm Mutual Application
19	Is Emp a new hire or transfer?
20	EMP Entered into SAP/HR Action
21	Education/ACH Indicator entered
22	PFCC / Staff Orientation Scheduled
23	Place order for phone with telecommunications.
24	Ensure office space has been arranged with Space Committee at 501-526-7943.
25	Request a UAMS badge by completing the Online ID Badge Access Request at http://www.uams.edu/campusop/depts/PD/Forms/BARquest.aspx