

FM ONBOARDING CHECKLIST FOR BARGAINING UNIT

	Time	Responsible	Activity	Description	✓
Pre-employment	1st day	Manager	Send employee the I 9 form link no more than 3 days prior to start	Online I-9 Employee Reference Guide http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_asset_115735.pdf I-9 form link http://www.i9express.com/ Click arrow next to Go to newI9 online.com link lower left corner and enter employer code 13636 and follow the steps.	<input type="checkbox"/>
			Verify PAN form was completed by Payroll on first day of hire	Verify that PAN Form was completed for Payroll by HR and COMPASS approval dollar amount is included, based upon position. For internal transfers, "receiving" supervisor/ department will complete PAN	<input type="checkbox"/>
			Prepare a New Hire Packet and give on first day	Executive Admin: Include U Services/FM/CPPM phone list, COMPASS pay codes, Campus map, District organizational chart, Payroll calendar, and ALL staff documents used within a District or Department for new employees and trade personnel.	<input type="checkbox"/>
			Email Larry Thompson to schedule safety training	Larry Thompson thomp419@umn.edu to schedule safety training for employees first day and enter on Google calendar.	<input type="checkbox"/>
			Call or email to make appointment with Payroll on 1st day of employment	Jan Krippner, 612-625-0728, or kripp001@umn.edu or Kerry Dahl, 612-625-9517, dahlk@umn.edu , to make an appointment in Donhowe Building.	<input type="checkbox"/>
1st day of employment	1st day	Manager/ Employee	Complete Payroll and Auto Deposit form with Payroll	FM Payroll (DonHowe) - Complete Payroll/Auto Deposit with Jan Krippner ext. 5-0728 kripp001@umn.edu or Kerry Dahl (612) 625-9517 Donhowe Building . Please call Jan or Kerry to make an appointment. Bring drivers license or state ID and Social Security card or valid passport	<input type="checkbox"/>
			Review and sign (If applicable to position)	FM Timekeeping System Policy	<input type="checkbox"/>
				FM Lockout/Tagout Program - to be reviewed with Supervisor/Manager	<input type="checkbox"/>
			Sign acknowledgement form	U of M Employee Handbook http://facm.umn.edu/sites/facm.umn.edu/files/fm-new-employee-info.pdf Return acknowledgement form to HR	<input type="checkbox"/>
			Provide unit documents	Organizational chart, campus maps, building lists, phone lists, etc.	<input type="checkbox"/>
			Introduction and Tour	Meet appropriate staff with Supervisor or Manager and identify office, break room and restroom areas	<input type="checkbox"/>
District building tour	<input type="checkbox"/>				
	1st week	Manager	Order Business Cards (Applicable to some AFSCME Clerical)	http://www.printing.umn.edu/ Under the Make it official, click Order official U of M Stationery & business cards, then order Official U of M Stationery, then order official Printed U of M stationery.	<input type="checkbox"/>
			Get UCard	Visit to U Card office – Coffman Memorial – ext. 612-626-9900. Wait until 2 day for UCard Office to have information	<input type="checkbox"/>
			Reset desk phone voicemail password	Dial 1-HELP or ext. 1-4357 or help@umn.edu	<input type="checkbox"/>
			Add to	Google Calendar - meetings, shared calendars, lists, energy alarms, contact groups, message distribution list	<input type="checkbox"/>
			Enter and Upload	Emergency Contact Form (update in FM Contacts) and Professional License in ULearn	<input type="checkbox"/>
			Register w/Codes Dept. (If applicable to position)	Peggy Kristyniak krist006@umn.edu	<input type="checkbox"/>

FM ONBOARDING CHECKLIST FOR BARGAINING UNIT

Access	1st week	Manager	Satellite Stores Access/Schlage Readers	Email Renee Tyler (tyler098@umn.edu)	<input type="checkbox"/>
			Access to All AHC Facilities Form (If applicable to position)	http://hub.ahc.umn.edu/facilities/research-building-management-services/building-access	
			RBMS (If applicable to position)	Admin Manager/Admin Assist to complete the Supervisor Approval Form for RBMS Access http://hub.ahc.umn.edu/facilities/research-building-management-services/building-access	
			Key Trak Access Finger Scan check with districts	Email Brian McDonald at mcdon094@umn.edu or call 5-1863 for appointment	<input type="checkbox"/>
			Building keys	If you are a DFR, please request keys via Locksmith Services at http://facm.umn.edu/central-services/locksmith click online Key Request.	
			Keybox Pegs	Each employee should have pegs for checking out keybox keys. Pegs should identify the employee so keys can be tracked.	<input type="checkbox"/>
			Building Card Access	Access can be requested by your DFR via MyU Manage Building tab: https://umnprd.service-now.com	<input type="checkbox"/>
			Fleet Services(If applicable to position)	Obtain valid driver's license; enter into Fleet Services DRA database as authorized driver.	<input type="checkbox"/>
			ROHP (If applicable to position)	To register an employee email uohs@umn.edu . To schedule related Occupational Medicine Appointments with Health Partners 952-883-6999 (Mechs/Trades).	<input type="checkbox"/>
			RAR (If applicable to position)	Complete form and training will be emailed to employee email raraccs@umn.edu (need link)	<input type="checkbox"/>
			OIT Access	If applicable, complete form and email to jpz@umn.edu	<input type="checkbox"/>
			DUO (Applicable to some AFSCME Clerical)	The University uses a two-factor authentication system for users who need access to its enterprise-level applications (e.g., CS PeopleSoft, EFS PeopleSoft, EDMS, and the Data Warehouse) and for the underlying servers and databases. https://it.umn.edu/self-help-guide/duo-setup-use-two-factor-authentication	<input type="checkbox"/>
			U Construction MS Project Account (If applicable to position)	Request access from Admin via http://www.uservices.umn.edu/pmo/arf.html Contact for MS Project Accts – Mustafa Artan maartan@umn.edu	<input type="checkbox"/>
Training	1st week	Manager/ Employee	COMPASS training	Facilities Management Website http://www.facm.umn.edu/employees/training - Click on COMPASS and UMConnect training or COMPASS Quick Start PowerPoint – The following three trainings will provide helpful training for your initial COMPASS use – 1) U001 Navigation in COMPASS 2) U701CO Labor Entry 3) U213 Purchase Requisition	<input type="checkbox"/>
			Asbestos Training (If applicable to position)	Register New Employee for Asbestos Training (60 Days to complete training, offered 1st Wed each month in Food Ops)	<input type="checkbox"/>
			Access Request Form (If applicable to position)	Complete Access Request Form (ARF) upon completion of financial training http://finsys.umn.edu/efs/arf.html	<input type="checkbox"/>
			New Employee Orientation (Applicable to some AFSCME Clerical)	New Employee Orientation Online Registration http://www1.umn.edu/ohr/training/index.html click on New Employee Orientation, then click sign up to attend. (Register on 1 st Day of Employment)	<input type="checkbox"/>

FM ONBOARDING CHECKLIST FOR BARGAINING UNIT

Information Technology	1st week	Manager/ Employee	Space Management Viewing Rights	Submit Space Management viewing rights request – Questions regarding space management contact Sherri Boone boone024@umn.edu or OIT Help at 612-301-HELP or (ext. 1-4357 internally) http://www.spacemanagement.umn.edu/resources-page/u-space/request-u-space-access.html Fax U-Space Data form to OIT Security at 612-625-0303	<input type="checkbox"/>
			IS Access Request	Submit IS Access Request via Link https://umnprd.service-now.com/navpage.do (Request Drives, special software/COMPASS access - mirror other employees, assign warehouse)	<input type="checkbox"/>
			FM Contacts (for Admin Managers)	Request FM Contacts (for Admin Managers) - Call 1-HELP for download, must have DUO	<input type="checkbox"/>
Supplies	As Needed	Manager/ Employee	PCard (Applicable to some AFSCME Clerical)	If needed, complete PCard application http://finsys.umn.edu/pcard/	<input type="checkbox"/>
			Supply Ordering (Applicable to some AFSCME Clerical)	Umarket Supply Ordering - Contact Umarket for set up, call 4-4878 or email umarket@umn.edu	<input type="checkbox"/>
			Parking Charge Card	Issue to employee, if needed.	<input type="checkbox"/>
			Cell phone and Accessories (If applicable to position)	Issue Cell phone and Accessories (Set up Gmail, reset passwords, update AT&T software, add phone to fire pager text)	<input type="checkbox"/>
			Office/Desk Supplies	Order office/desk Supplies	<input type="checkbox"/>
			Fastenal Vending (If applicable to position)	Enter new employee in software system, assign dispense/locker rules. Fastenal Account Rep., Aaron Barriger 651-329-7767 / abarrige@fastenal.com http://fastsolutions.mroadmin.com/APEX-Login/login.jsp	<input type="checkbox"/>
Helpful Links & Contacts		Employee	MyU – http://myu.umn.edu is the employees personal U of M login account that provides individual HR and Personnel information (position, salary, W-4, benefit, pay statements, wellness, etc.)	<input type="checkbox"/>	
			Dial 8 for an outside line followed by the 7 (local) or 10 (long distance) digit number	<input type="checkbox"/>	
			IT Computer/Phone Assistance – submit an online request to help@umn.edu or dial 1-HELP from desk phone	<input type="checkbox"/>	
			Monthly Parking Contract – Contact Parking and Transportation at http://pts.umn.edu/park/ ext. 6-7275 or visit 300 Transportation Services Bldg. on Washington Avenue	<input type="checkbox"/>	
			Astra Schedule for booking class/conference/meeting rooms https://z.umn.edu/astra	<input type="checkbox"/>	
			Report a building Custodial or Maintenance repair, dial ext. 4-2900 and report it to the Call Center.	<input type="checkbox"/>	
			Facilities Management Website http://www.facm.umn.edu All about Facilities Management	<input type="checkbox"/>	
			U of M Dining/Catering Services - 4-7173 or http://www.dining.umn.edu/Catering/	<input type="checkbox"/>	
			University of Minnesota Twin Cities website & People Search (Employee look-up) http://twin-cities.umn.edu/	<input type="checkbox"/>	
Misc					