

FACILITIES MANAGEMENT ONBOARDING CHECKLIST - TRADES

	Time	Responsible	Activity	Description	✓
Pre-employment	1st day	Manager	Email Larry Thompson to schedule safety training (For Trades Personnel)	Larry Thompson thomp419@umn.edu to schedule safety training for employees first day and enter on Google calendar.	<input type="checkbox"/>
	1st Day	Manager/Employee	Complete the first part of I 9 (Employee Section) online	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 new I9 online.com link lower left corner and enter employer code 13636 and follow the steps.	<input type="checkbox"/>
			Bring Documentation	Ensure new hire brings I-9 documentation within first day of employment https://www.uscis.gov/sites/default/files/files/form/i-9.pdf	<input type="checkbox"/>
			Call to notify Payroll of employees 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	Central Services Completes PAN	Complete PAN for Payroll and COMPASS approval dollar amount is included, based upon position. For internal transfers, "receiving" supervisor/ department will complete PAN	<input type="checkbox"/>
			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 driver's license or state ID and Social Security card or valid passport	<input type="checkbox"/>
			Review and sign	FM Timekeeping System Policy	<input type="checkbox"/>
				FM Lockout/Tagout Program - to be reviewed with Supervisor/Manager	<input type="checkbox"/>
				"Critical Employee Designation" letter	<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(Page 39) to HR	<input type="checkbox"/>
			Provide unit documents	Organizational chart, campus maps, building lists, phone lists, etc.	<input type="checkbox"/>
Introduction and Tour with General Foreman	Meet appropriate staff with Supervisor or Manager and identify office, break room and restroom areas	<input type="checkbox"/>			
		Manager	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"/>
			Add to	Google Calendar - meetings, shared calendars, lists, energy alarms, contact groups, message distribution list	<input type="checkbox"/>
			Provide Phone number	Sick and Late Line	<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)	Suannah Owens ext. 4-7794 owens023@umn.edu via Peggy Kristyniak krist006@umn.edu	<input type="checkbox"/>

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Access		Manager	Satellite Stores Access/Schlage Readers	Email Renee Tyler (tyler098@umn.edu) if job applicable	<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 (if applicable to position)	Email Brian McDonald at mcdon094@umn.edu or call 5-1863 for appointment	<input type="checkbox"/>
			Submit M Drive Access Request (if applicable to position)	(U of M Floor Plan Access) John Cook cookx075@umn.edu	
			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	Obtain valid driver's license; enter into Fleet Services DRA database as authorized driver.	<input type="checkbox"/>
			ROHP (if applicable to position)	To register cardkey@umn.eduan 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 raraces@umn.edu (need link)	<input type="checkbox"/>
			OIT Access	If applicable, complete form and email to jpz@umn.edu	<input type="checkbox"/>
			U Construction MS Project Account (if applicable to position)	Request access from Suannah Owens ext. 4-7794 owens023@umn.edu via http://www.uservices.umn.edu/pmo/arf.html Contact for MS Project Accts – Mustafa Artan maartan@umn.edu	<input type="checkbox"/>
Training		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	Register New Employee for Asbestos Training (60 Days to complete training, offered 1st Wed each month in Food Ops)	<input type="checkbox"/>
Information Technology		Manager/ Employee	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"/>
			Kronos Access	Request Kronos access (for supervisors)- Access issues, contact Laura Whitesell lrhicks@umn.edu AUTOMATIC	<input type="checkbox"/>

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Supplies		Manager/ Employee	Supply Ordering	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	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 (If applicable)	Order office/desk Supplies – Executive Admin	<input type="checkbox"/>
			Locker Assignment	Locker Assignment	<input type="checkbox"/>
			Fastenal Vending (not applicable to Energy Management)	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"/>	
			Facilities Management Website http://www.facm.umn.edu All about Facilities Management	<input type="checkbox"/>	
			University of Minnesota Twin Cities website & People Search (Employee look-up) http://twin-cities.umn.edu/	<input type="checkbox"/>	
Misc					