



Human Resources-Hire Checklist

Date: _____

Employee Name: _____

Start Date: _____

Date of HR Meeting: _____

Pre-Hire Items

___ Received Acceptance Letter

___ Affirmative Action

___ Employee File Created

___ New Reporting Form

___ Banner Number _____ created

___ WV 11 completed

___ Add employee to sick/vacation time (if applicable)

___ Enter employee in Oasis

Employee Meeting Items

___ Give Banner Number

___ Direct Deposit form completed and voided check attached

___ Where to get parking permit

___ Where to get West Liberty ID Card

___ PEIA Benefit review and enrollment processes and explain 125 plan

___ Mountaineer Flex Benefits guide

___ Select retirement and selected forms signed 401(a), 403(b), 457(b), 403 Roth

___ TopperNet emergency notification system and My Apps

___ Policy and Procedure Acknowledgement

___ Work related injuries must be reported to Sal Salatino, Physical Plant Dept.

Post Meeting

___ Direct Deposit/Tax Forms placed in Beth's file

___ Mail applicable insurance forms