

Hiring Manager- New Hire Checklist for Student Hires

(Once you receive the electronic signature on the offer letter)

Time Sensitive – Department Responsibilities	
<input type="checkbox"/>	<p>Send New Employee Email Upon receiving the electronic signature on the offer letter, send a new employee email including information on the following:</p> <ol style="list-style-type: none"> 1. ASURITE Activation link and include their 10-digit affiliate id (created once the PTR goes through OR they may already have one). This step is necessary in order to begin requesting access to ASU systems and services (i.e. computer access, e-mail, etc). See UTO's "ASURITE Activation Help" Center page for more details. 2. New Hire Payroll Packet <p><i>Note: It's helpful to make an email template of this information that you can quickly copy/paste into an email for each new employee. (Example)</i></p>
<input type="checkbox"/>	<p>Courtesy Affiliate/Early On Board Access In order to start an early on-boarding process to begin requesting ASU access/services you can create a request for by going to myasu → Service tab → Service Requests: Submit a Request → Accounts and Access: Courtesy Affiliate Request. Courtesy Affiliate</p>
<input type="checkbox"/>	<p>Computer Access</p> <ol style="list-style-type: none"> 1. Create a WPC computer permissions request using apps.wpcarey-Directory & User Accounts. This will also add them to the WPC Directory. <p><i>NOTE: Sub-affiliation or ASURITE activation must be completed before Tech Services can move forward with this request.</i></p>

Non-Time Sensitive – New Hire Responsibilities	
<input type="checkbox"/>	<p>Computer Access Submit requests for access to ASU's various computing applications via http://forms.asu.edu/</p>
<input type="checkbox"/>	<p>Training Visit ASU's Training and Development page as well as HR's Leadership & Workforce Development page for a list of training courses available.</p> <p><i>NOTE: While some training can be taken online via Blackboard (i.e. FERPA, P-Card, etc), others can be scheduled via HR's Learning Management System (i.e. Advantage, Travel, etc).</i></p>