TEMPORARY EMPLOYEE ORIENTATION CHECKLIST

Use this checklist to orient employees. Check each step as competed, then sign, and file the form in the department's employee file. See BPPM 60.27.

Hire

☐ Ensure vacant temporary hourly position is available within appropriate supervisory organization. See: Create or Close Position

- Review Workday and myWSU to see if employee is a current or former WSU employee. If they are a current employee, see Add Job.
- If they are a former or new employee, search **Hire Employee** in the search bar and search for an Existing Pre-Hire Record. If no Existing Pre-Hire, create a new one. See: Hire.

Appointment

☐ Maintain a copy of the employee's application.

☐ For employees under the age of 18, ensure a signed Parent/School Authorization for Employment of a Minor form is in the employee's file.

☐ Conditions of Temporary Employment – Required to be completed during Onboarding. Instruct the employee to read the information. Notify the employee that checking the acknowledgment box, they are acknowledging that they have read and understand the Conditions of Temporary Employment. After completion, a copy of the Conditions of Temporary Employment will be housed in their Workday profile, under Personal → Documents.

☐ Inform the employee about the employment restrictions, including the maximum hours of employment.

☐ Inform the employee that temporary employment is at will, which means the employer may dismiss the employee without cause and with minimum notice. (See Labor and Industries for more information)

☐ Explain WSU's Alcohol and Drug Policy and provide the employee with a copy of the policy.

☐ Explain WSU's Policy Prohibiting Discrimination and Harassment and provide employee with a copy of the policy.

☐ Provide a copy of the Affordable Care Act (ACA) Employer Notification and Plan Information document.

☐ Allow the employee to ask questions about the employment status.

☐ Confirm the employee has received a copy of all the employment orientation information.

Job Responsibilities

☐ Review the job description and duties with the employee.

☐ Review performance expectations including performance evaluation procedures. Orient the employee to the work area including use of equipment, location of safety equipment, and safety procedures. Communicate the work schedule to the employee.

☐ Inform the employee about procedures and deadlines regarding hours worked and schedule changes. Instruct the employee to report on-the-job problems. WSU has resources available to assist the employee in resolving on-the-job problems including the supervisor, unit manager, Chair/Director, Dean, and Human Resource Services (HRS), Ombudsman, and Compliance and Civil Rights (CCR), and if applicable, the Dean of Students.

☐ Complete the Safety Orientation Checklist (SPPM 2.16) and instruct the employee how to report an accident.

Pay

☐ Explain the employee's rate of pay, reporting time worked and leave taken in Workday, reporting deadlines, and pay dates. Inform the employee about WSU's direct deposit program. See: Workday Time and Absence Enter and Correct Time

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Supervisor   Date