

NEW EMPLOYEE CHECKLIST

Welcome to Cougar Athletics!

WASHINGTON STATE

A T H L E T I C S

New Employee: _____

PRIOR TO, OR IMMEDIATELY UPON, ARRIVAL AT WSU:

		STAFF MEMBER	LOCATION
☐	Moving/Relocation Forms and Packet	Brandy Wiser	Bohler 140
☐	Personnel/Payroll: WSU ID number, I-9 (with appropriate documents - passport, drivers license, SS card, etc.), W-4, Bio Data Sheet, Degree Verification, Resume, Direct Deposit, Signed Position Description, Contract (if applicable), Harassment Prevention and Ethics Training	Brandy Wiser	Bohler 140

UPON ARRIVAL TO WSU:

☐	Employee Photo ID Card--Cougar Card	Support Staff	CUB
☐	Network ID and Password	Phil Honeywell	Bohler 249
☐	Request Outlook, WSU Announcements, other applicable list serves	Kurt Mueller	Bohler 250
☐	CPR/AED and First Aid Certification. NCAA Policy 17.1.6. Dept. Policy for all Coaches & Ops staff.	Jonell Peterson	Bohler M4B
☐	Access to University Mainframe Systems, if applicable	Leslie Johnson	Bohler 140
☐	Monthly Time/Leave Reports and Instructions	Joey Comstock	Bohler 140
☐	Parking Permit Packet from Parking Services	Support Staff	Parking Svc
☐	Request and Pick-Up Room and Building Keys	Tammy Small	Bohler 108
☐	Business Cards/Stationary/Note Cards Ordered	Support Staff	
☐	Comp Ticket Request Form	Jo Bonner	Ticket Office
☐	Name on Office Door and Mailbox in Mailroom (if applicable)	Support Staff	
☐	Update Voice Mail Instructions	Support Staff	
☐	Update Phone Displays and Long Distance Authorization Codes	Support Staff	
☐	Department Meeting Schedules	Debbie Nankivell	Bohler 110
☐	NCAA and Pac-12 Manuals	John Lucier	Bohler 285
☐	Student Athlete Handbook	Wanda Tennant	Bohler 285
☐	Gym/Field Schedule and Meeting Room Schedule	Tammy Small	Bohler 108
☐	Travel Expense Forms and Travel Reimbursement	Support Staff	
☐	Athletics Orientation (Office standards/procedures, tour of department/building, computer log-in, usage and policies)	Support Staff & Supervisor	
☐	Attend New Employee Benefits Orientation and Retirement Orientation (http://hrs.wsu.edu/Employee+Orientation+Schedule)	Brandy Wiser	Bohler 140
☐	Complete Discrimination and Sexual Harassment Prevention Course (http://hrs.wsu.edu/dshp)	Brandy Wiser	Bohler 140
☐	Complete State Ethics in Public Service Act Training	Brandy Wiser	Bohler 140
	Schedule Meetings with:		
☐	Business Office Staff (purchasing, travel and personnel)	BO Staff	Bohler 140
☐	Compliance (roster, daily eligibility report)	John Lucier	Bohler 285

CONFIRM WITH SUPERVISOR IF APPLICABLE:

	Schedule Meetings with:		
☐	Athletic Communications	Bill Stevens	Bohler 195
☐	Cougar Athletic Fund	CAF Staff	Bohler 120
☐	Equipment Operations	Milton Neal	Bohler B50
☐	Event & Facility Operations	Shawn Deeds	Martin Stadium 412
☐	Marketing & Promotions	Marty Northcroft	Bohler 173
☐	Strength & Conditioning	David Lang	Bohler M86
☐	Student-Athlete Development	Chris Cook	Bohler 285
☐	Student-Athlete Transition and Retention	Bob Minnix	PEB 104

Athletics Policies and Procedures Website: www.athletics.wsu.edu

Cougar Website: www.wsucougars.com

HRS New Employee Resources: <http://hrs.wsu.edu/New+Employee+Information>

WSU Business Policies and Procedures Manual (BPPM): <http://public.wsu.edu/~forms/manuals.html>

RETURN FORM TO BRANDY WISER WHEN COMPLETED

revised 11/2014