



Supervisor Checklist for New Employees

New employees may have specific functions, departmental activities and or equipment needs to effectively perform their duties so this checklist is available to keep track of these functions. Additional spaces are available for you to use as needed.

Employee Name (print _____) Department: _____

Supervisor Name (print) _____ Date : _____

| | Office | Phone # | Date Completed |
|-------------------------------------------------------------------|-----------------|---------|----------------|
| ID Office – ID Card and card access | ID Card | 3032 | |
| Office and or Building Keys | Facilities | 3308 | |
| Parking Tag | Parking | 3347 | |
| Computer Services – Email, LAN/Banner access and etc. | IT | 3130 | |
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| System Security – access to SUNY and NYS systems | Admin & Finance | 3272 | |
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| Departmental procurement card | Procurement | 3197 | |
| Travel and or Net Card | Travel | 3178 | |
| Cell Phone | Travel | 3181 | |
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| Department Equipment (e.g., computer, laptop) and or items loaned | Supervisor | | |
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| | | | |

Signature of Employee

Date

Signature of Supervisor

Date

Keep a copy of this in your department records.