

Training New Hire Checklist

First 30 Days

| | |
|---|--------------------------|
| Review sample new employee checklist This checklist serves as an example. Each campus has their own unique on-boarding processes. | <input type="checkbox"/> |
| Watch Welcome videos from RF President Dr. Melur K. "Ram" Ramasubramanian & The RF Board | <input type="checkbox"/> |
| • Welcome to the RF Overview | <input type="checkbox"/> |
| • Sponsored Programs, Technology Transfer & Finance 101 | <input type="checkbox"/> |
| • Corporate Governance and Intro to Ethics | <input type="checkbox"/> |
| • Review Annual Report | <input type="checkbox"/> |
| • Central Office Organization Charts | <input type="checkbox"/> |
| Receive answers to your benefits questions | |
| • Visit the benefits website | <input type="checkbox"/> |
| • Contact your campus administrator for specific questions | <input type="checkbox"/> |
| Get help with common tasks | |
| • Benefits Guide | <input type="checkbox"/> |
| • Benefits Self Service Video | <input type="checkbox"/> |
| • Non-Exempt E-Time Reporting Guide | <input type="checkbox"/> |
| • Exempt E-Time Reporting Guide | <input type="checkbox"/> |
| • Non-Exempt Bi-Weekly Timecard Demo | <input type="checkbox"/> |
| • Exempt Monthly Timecard Demo | <input type="checkbox"/> |
| • iExpense Guide* (this tool is specific to Binghamton, ESF, Buffalo State, Oneonta, New Paltz, SUNY Downstate and Central Office) | <input type="checkbox"/> |
| • Payroll Guide | <input type="checkbox"/> |
| Complete critical online training | |
| • Preventing Discrimination and Harassment | <input type="checkbox"/> |
| • Information Security | <input type="checkbox"/> |

Within 60 Days

| | |
|---|--------------------------|
| Watch "Lifecycle of Sponsored Program" video | <input type="checkbox"/> |
| Visit the Learning Tuesdays webpage: | |
| • Watch past videos that apply to your work and/or interests (Optional) | <input type="checkbox"/> |

Training New Hire Checklist

Within 90 Days

| | |
|---|--------------------------|
| Watch "Power & Privilege in the Workplace": | <input type="checkbox"/> |
|---|--------------------------|

Within 120 Days

| | |
|---|--------------------------|
| Sign up here for SRAI Level Up (Sponsored Programs Staff Only): | |
| o Courses range from 2 to 5 hours in duration on topics most relevant to the modern research administration professional. Each module includes a randomized, comprehensive 50 question exam that challenges staff to demonstrate their aptitude while reinforcing the lessons and insights contained in the course. Course descriptions . | <input type="checkbox"/> |
| Write a professional development plan | <input type="checkbox"/> |

Ongoing

| | |
|---|--------------------------|
| Check the Learning & Development Calendar for a list of current offerings | <input type="checkbox"/> |
| Learn about and consider applying for the Mentoring Program . | <input type="checkbox"/> |
| Learn about and consider applying for the Leadership Academy. | <input type="checkbox"/> |

Learning & Development Opportunities Specific to Your Role

| | |
|--|--------------------------|
| Training for Researchers | <input type="checkbox"/> |
| Training for Sponsored Programs Staff | <input type="checkbox"/> |
| Training for Supervisors | <input type="checkbox"/> |
| Training for AP / Purchasing Staff | |
| • Review Supplier File Reference Guide | <input type="checkbox"/> |
| • Review Supplier File Naming Standards | <input type="checkbox"/> |
| • Contact learning@rfsuny.org to complete the Supplier File Basics course | <input type="checkbox"/> |
| Visit NCURA website: | |
| • Subscribe to NCURA YouTube Channel (Optional: Based on your role). | <input type="checkbox"/> |
| The Rapid Ramp Up (Optional: Based on your role). | |

*Note: The RF has a library of online trainings that may be of interest to you. For Questions on what is currently available and/or to take a course please email learning@rfsuny.org.