

## 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 process.

#### **Watch welcome video from RF President Dr. Jeff Cheek**

#### **Learn more about the organization:**

- Welcome to the RF Overview
- Sponsored Programs, Technology Transfer & Finance 101
- Corporate Governance and Compliance
- Review Annual Report
- Central Office Organization Charts

#### **Receive answers to your benefits questions**

- Visit the benefits website
- Contact your campus administrator for specific questions

#### **Get help with common tasks**

- Benefits Guide
- Benefits Self Service Video
- Non-Exempt Time Reporting Guide
- Exempt E-Time Reporting Guide
- Non-Exempt Bi-Weekly Timecard Demo
- Exempt Monthly Timecard Demo
- iExpense Guide\* (this tool is specific to Binhamton, ESF, Buffalo State, Oneonta, New Paltz, SUNY Downstate and Central Office)
- Payroll Guide

#### **Complete critical online training**

- Preventing Discrimination and Harassment
- Information Security

### Within 60 Days

#### **Watch "Lifecycle of Sponsored Program" video**

#### **Visit the Learning Tuesdays webpage:**

- Visit the Learning Tuesday webpage
- Sign up for upcoming sessions as they are announced
- Visit the Past Programs webpage to watch previous episodes



## Training New Hire Checklist

### Within 90 Days

Watch "Power & Privilege in the Workplace":	<input type="checkbox"/>
Visit NCURA website:	
<ul style="list-style-type: none"> <li>○ Subscribe to NCURA YouTube Channel **Optional: Based on your role.</li> </ul>	<input type="checkbox"/>

### Within 120 Days

Sign up for SPA Fundamentals:	
<ul style="list-style-type: none"> <li>○ SPA Fundamental is an online course (available by request within WeComply) that guides employees through the requirements and protocols of grants management, providing participants with the skills and knowledge they need to assist and guide faculty researchers.</li> </ul>	<input type="checkbox"/>
Watch Solutions for Information Overload and Multitasking (Optional)	<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 (Hyperlink to Supervisor Page here)	<input type="checkbox"/>
Training for AP / Purchasing Staff	
<ul style="list-style-type: none"> <li>• Access to Org Campus Supplier Update</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Supplier File Reference Guide</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Supplier File Naming Standards</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Process Help</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Complete Supplier File Basics course in WeComply</li> </ul>	<input type="checkbox"/>

\*Notes: New RF employees are automatically assigned a WeComply account where they can access a library of online trainings and be assigned job specific online trainings. SUNY employees who work on RF business may also be assigned a WeComply account. For Questions on the process of obtaining or using WeComply please email [learning@rfsuny.org](mailto:learning@rfsuny.org).

