Virtual Onboarding for New Employees

Agency Human Resources Liaison Checklist

The checklist below should be used by the Agency Human Resources Liaison to ensure that new employees are onboarded correctly and efficiently. If you have any questions regarding the checklist, please contact the OHRM-Onboarding@co.pg.md.us.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | Click or tap here to enter text. | **Agency:** | Click or tap here to enter text. |
| **Onboarding Date:** | Click or tap here to enter text. | **Employee Title:** | Click or tap here to enter text. |
| **Supervisor:**  | Click or tap here to enter text. | **Agency HRL Name:**  | Click or tap here to enter text. |

| **Task** | **Status** | **Notes** |
| --- | --- | --- |
| **STEP 1 | Confirm Orientation Information***At least five (5) business days before employee onboarding date* |
| 1. Complete Hire Actions
	1. Complete **NEOGOV Hire Action**
	2. Complete **SAP Hire Action** using the [PA40 NEOGOV Additional Hire Data Instructions](https://princegeorgescountymd.sharepoint.com/%3Aw%3A/r/sites/HRCommunity/Shared%20Documents/Employee%20Onboarding/Agency%20HRL%20Virtual%20Onboarding%20Guide%20%26%20Resources/PA40%20Neogov%20Additional%20Hire%20Data%20Instructions%209_2020.docx?d=w5f5784a460ea40ad85909015c6cc1e94&csf=1&web=1&e=n4pXcH) on the HR Community SharePoint
 | **Choose an item.** |  |
| 1. Email OHRM-Onboarding@co.pg.md.us to register employee for orientation session with the full new hire packet attached and include required information in the email:

[ ]  Employee ID Number[ ]  Start Date[ ]  Name[ ]  Title, Agency[ ]  Position Number[ ]  Pay Grade [ ]  Personal email address  | **Choose an item.** |  |
| **STEP 2 | Confirm Employee Hire Resources***At least five (5) business days before employee onboarding date* |
| 1. **Technology:** Contact Agency IT Manager to confirm the following items:

[ ]  Employee Laptop[ ]  Login Information[ ]  Email Account[ ]  Communication channels (e.g., voicemail and long-distance passwords) | **Choose an item.** |  |
| 1. **New Employee Handbook:** Create new employee handbook providing agency-specific information that the new employee needs for onboarding.
 | **Choose an item.** |  |
| 1. **Office Space:** Confirm setup of office space for the new hire should they need to go into the office, including:

[ ]  Desk/Cell Phone[ ]  Keys[ ]  Furniture (e.g., desk, chair, bookcase, etc.)[ ]  Office Supplies | **Choose an item.** |  |
| **STEP 3 | Confirm New Employee Onboarding Schedule***At least five (5) business days before employee onboarding date* |
| 1. **Mentor/Sponsor:** Confirm the name of a mentor/sponsor who will help the new employee transition into working remotely (Managers can provide this information)
 | **Choose an item.** |  |
| 1. **HR Liaison Welcome Meeting:** Schedule a face-to-face meeting (1 hour) with the new employee at the Agency building. During this meeting, the HR Liaison will conduct an office tour, as well as assign a laptop, building access card and office key(s), review office guidelines and procedures based on the New Employee Handbook
 | **Choose an item.** |  |
| 1. **Supervisor Meeting:** Arrange a virtual meeting (via Microsoft Teams) with the new hire and their supervisor to go over responsibilities and employee expectations
 | **Choose an item.** |  |
| 1. **Team/Stakeholder Meetings:** Arrange a virtual meeting (via Microsoft Teams) with the new hire and the team and/or other stakeholders in the agency (if required) for an introduction
 | **Choose an item.** |  |
| **STEP 4 | Onboard New Employee** *Day of employee onboarding*  |
| 1. **Check-in:** Check-in with new employee to confirm that orientation session was completed *(please note that this is currently only required for permanent employees per Administrative Procedure 214)*
 | **Choose an item.** |  |
| 1. **Conduct HR Liaison Welcome Meeting:** Conduct face-to-face meeting (1 hour) with the new employee at the agency building. During this meeting, the HR Liaison will conduct an office tour, as well as assign a laptop, building access card and office key(s), review office guidelines and procedures based on the New Employee Handbook.
 | **Choose an item.** |  |
| **STEP 5 | Verify New Employee Onboarding Documents***Three (3) days after employee onboarding date* |
| 1. **Verify Documentation:** Confirm with the new hire that all required onboarding forms and supporting documents are submitted in NEOGOV, including:

[ ]  I-9 Form and documents[ ]  W-4 Form[ ]  State Tax Withholding Form[ ]  Life Insurance Beneficiary Form[ ]  MD State Retirement Enrollment Form (Notary may be needed by employee) | **Choose an item.** |  |
| **STEP 6 | Complete New Employee Onboarding***Two (2) weeks after employee onboarding date* |
| 1. **Training:** Confirm new hire completion of required trainings in the County Learning Management System, including:

[ ]  Kronos Training[ ]  Ethics Training[ ]  Workplace Harassment Training[ ]  Safety Training[ ]  Telework Training (if applicable)*Guidance on trainings available on OHRM Center for Learning and Development (CLD) [Required Training website](https://www.princegeorgescountymd.gov/3490/Required-Training).*  | **Choose an item.** |  |
| 1. **Employee ID:** Follow-up with new employee to confirm receipt of the employee ID card
 | **Choose an item.** |  |
| 1. **Finalize Checklist:** Reviewnew hire checklist for completion and add it to new employee’s personnel file
 | **Choose an item.** |  |