



New Employee Orientation Checklist

Name _____

Department _____

- () Employee ID number from the Registrar (Room 124). Employee ID# _____.

- () You should have received Benefits and Payroll information—Barbara Ogden, HR (Room 126)
Please check that you have filled out the following paperwork .
 - () W-4
 - () Health insurance packet
 - () Payroll forms
 - () Two forms of Identification

- () Sharon Woomer (front desk) - Copier Code
 - () Copier code: _____

- () Have all of the following items from the Security Office— (Ground Floor, Room 45).
 - () Photo I.D. Card
 - () Parking tag for vehicle(s)
 - () Paperwork for university automobile insurance
 - () Mailbox assigned

- () Employee ID card and number are needed to establish a dining hall meal account with Aladdin to purchase meals. Employee then uses the employee ID card as a swipe card to pay for meals. Meals may be purchased by cash, check, or credit card with the Aladdin cashier. Coffee, tea, and soft drinks may be secured in the dining hall throughout the day for **50 cents a refill using employee's own container. A cash box is located next to coffee machine to accommodate the honor system.**

- () Order business cards from http://www.ovu.edu/base.cfm?page_id=3788. Information needed to complete the order includes the following: name, title, campus address, office phone number, OVU toll free number, and OVU Fax number (see operative numbers below), and cell phone number if you wish to include it. Once the online form is complete, alert Derek Cole (ext. 6038) or derek.cole@ovu.edu that the order has been placed. This order usually takes 7-10 days for delivery through Office Depot.

- () Official employee name badge should be ordered through your supervisor.

- () For the following see Stan Inman (Room 22):
 - () Usable computer with log-in. User Name: _____ Password: _____
 - () Log-in for OVU Guest Wireless System. User Name: _____ Password: _____
 - () OVU e-mail account (firstname.lastname@ovu.edu).
User Name: _____ Password: _____ (for Webmail)
 - () Long distance calling code: _____
 - () Phone extension # _____
 - () Received instructions on setting up voice mail and special features of ShoreTel Call Manager.
 - () Power Campus log-in: _____

- () Submit a list of needed office supplies to Department Office Manager/Secretary. Barbara Ogden also keeps a limited amount of office supplies (Room 126).

- () Obtain travel account and gas/credit cards from OVU Controller Erica Cameron, if applicable (Room 127)

- () Varying levels of training on PowerCampus can be obtained from Stan Inman (Room 20)

- () Review employee Handbook on OVU web site: Directory > Human Resources Office > "Employee Handbook" - SUBMIT SIGNED "HANDBOOK ACKNOWLEDGE FORM TO JEFF DIMICK

- () Submit signed "CONFIDENTIALITY FORM" to Jeff Dimick.

- () Review OVU Catalog on OVU web site: Academics > OVU Academic Catalog > *Current year Catalog*

Important Information:

- OVU Main Campus Address is: 1 Campus View Dr., Vienna, WV 26105-8000. OVU Switchboard: 304.865.6000. Fax: 304.865.6001. Toll free: 877.446.8668. OVU Website: www.ovu.edu.
- Purchase orders should be submitted prior to any expense being incurred. Once purchase order has been approved and signed by appropriate supervisor, the supervisor will email to purchase.orders@ovu.edu for approval and processing. Form may be found on forms.ovu.edu
- Audio visual, video, and camera equipment are available for checkout from the library (Ground Floor, midway down the hall).
- Keys should be obtained when available from the employee's supervisor. If additional keys are needed, contact David Stewart at Ext. 6089 (Located behind left side of Roberts Chapel).
- Before scheduling any major event, check with Sharon Woomer who keeps the Events Committee calendar (Reception Desk, Ext. 6000).
- Many forms used by students and employees are housed here on Sakai at <http://forms.ovu.edu/>
- For any other questions, please see supervisor.