



HR04

HR Entry on Duty Checklist

New Staff On-boarding

(HR.V1.0 - 7.05.18)

Employee Name:

Employee ID #:

Start date:

Supervisor Name:

Faculty/ Division:

School/ Centre / Work Unit:

Signing on	Salary Advice	Other Terms and Conditions
Taxation Declaration Form completed Entry on Duty Form HR2 completed Superannuation membership form completed Check Passport and Visa documents (including VEVO check) if applicable Review pre-employment checks Advise to complete - EEO and DEST data collection (via myUNSW). Issue Employee Acknowledgement Form Provide Induction pack if relevant	Paid fortnightly First payday Salary increases Incremental progression Salary Sacrificing Other relevant salary details	Discuss letter of offer Highlight relevant Enterprise Agreement Probation - duration and process For Senior Staff – outline Senior Staff Performance Review Process Employee Manual on the HR web Shutdown and direction to take leave, submitting leave plans Key policies – refer to Employee Acknowledgement Form Outline recognition of prior service process (if applicable)

Starting Essentials	Training	Faculty/Division specific
Staff ID card Setting up IT access Parking Facilities Campus Maps Using myUNSW – pay slips; payment summaries; applying for leave; self service functions; OHS reporting; PDS toolkit; Learning and Development; Branding guidelines etc Reminder of UNSW Online Orientation : HR Website Employee Assistance Program Campus Security Phone: (9385) 6666 Smoking on campus policy Workplace English Program Services Directory	Complete OHS induction online (via myUNSW - click on menu heading “Staff OH&S Inductions”) If no myUNSW access, use Form OHS006 Online OHS Awareness (staff will be auto enrolled and emailed within 4 weeks) Online Ergonomics (staff will be auto enrolled and emailed within 4 weeks) EO ONLINE Module 1 (via myUNSW) Welcome to UNSW Workshop Recruitment and Selection Online FULT (Academic staff) Orientation to Research (Research staff) Performance Development Scheme (PDS) For Supervisors EOONLINE Module 2 OHS for Supervisors Responsible Supervisor Employee Relations Essentials Managing Complaints myCareer fo	If relevant, discuss: Strategic or operational plan Organisational chart Special and social events Key contacts Intranet Explode email lists Local Academic Workload allocation procedures Local Performance Development review processes Local Orientation workshops available