CHADRON STATE COLLEGE

New Employee Orientation Checklist

Employee Name: _____ **Date of Hire**: _____
Job Title: _____ **Supervisor**: _____
Department: _____

Completed	Item	Website Address/Contact Information
	Forms - Policies	
	W-4 (Nebraska & Federal)	www.csc.edu/hr/forms/
	I-9 Employment Verification	www.csc.edu/hr/forms/
	Background Check Results	Human Resources – Sparks 122
	Contract or Appointment Letter	Human Resources – Sparks 122
	Direct Deposit	www.csc.edu/hr/forms/
	Drug Free Workplace Policies	NSCS Board Policy 5006 & 5009 www.csc.edu/hr/policies--information/
	Anti-Harassment policy	www.csc.edu/hr/policies or www.nscs.edu
	Consensual Relationship policy	Employee Handbook www.csc.edu/hr/policies--information/
	Confidentiality	Employee Handbook www.csc.edu/hr/policies--information/
	Employee Information Sheet	www.csc.edu/hr/forms/
	Catharsis	Title IX Office
	Telephone usage	Employee Handbook www.csc.edu/hr/policies--information/
	General Information	
	Campus Map	www.csc.edu/about/visitor-information/
	Online CSC Directory	www.csc.edu/directory
	Computer Access: SANS cybersecurity awareness	Information Technology - Miller Hall
	Soar with Canvas	Teaching, Learning, Professional Education Center – Library Basement
	Computer Usage Policies	www.csc.edu/technology/
	Outlook	
	Telephone Instructions	www.csc.edu/repository/ Mitel
	CSC Digest	www.csc.edu/news
	All Campus Meetings - Announcements	Via email by the President's office or HR
	Organizational Chart	www.csc.edu/hr/policies--information/
	Campus Calendar of Events	www.csc.edu
	Keys	Supervisor & Employee Handbook
	Parking Questions	Parking and Safety – Security Office Crites Hall
	Parking Permit	Business Office – Crites Hall
	Student Information	www.nscs.edu; Board Policy 3650
	Mailroom Services	Physical Facilities 107; Employee Handbook
	Office/Work Hours	Supervisor
	Payroll Information	
	Salary	Human Resources – Sparks 122
	Annual Increases	Human Resources – Sparks 122
	Pay Periods	Human Resources – Sparks 122
	Employee Self Service (ESS)	https://firefly.nebraska.edu/
	Non-Exempt Work Leave Report	www.csc.edu/hr/forms/
	Exempt Certification Process	Microsoft Workflow through SharePoint

Benefits		
	Summary of Benefits	www.csc.edu/hr/payroll--benefits/
	Health Insurance Enrollment (BC/BS)	Human Resources – Sparks Hall 122 www.csc.edu/hr/forms/
	Flex 125 Benefit Plan (ASI)	Human Resource Sparks 122 www.asiflex.com
	Life Insurance (Madison National Life)	Human Resources-Sparks 122 www.madisonlife.com
	Vision Insurance (EyeMed)	Human Resources Sparks 122 www.ameritasgroup.com
	Long Term Disability (Madison National Life)	Human Resources – Sparks 122 www.madisonlife.com
	Retirement (TIAA) Prior Credit Form	www.tiaa-cref.org
	Retirement Salary Reduction Agreement	Human Resources – Sparks Hall 122 www.csc.edu/hr/forms/
	Employee Assistance Program (Continuum)	www.4Continuum.com
	Identify Theft Assistance Services	24/7 – 1.855.860.3727; see www.csc.edu/hr for more info
	Holidays	www.csc.edu/hr/policies--information/
	Vacation Leave (280 max accrual)	www.csc.edu/hr/policies--information/
	Sick Leave (1,440 max accrual)	www.csc.edu/hr/policies--information/
	FLSA Status and FLSA FAQ	www.csc.edu/hr/policies--information/
	Tuition Remission	Human Resources – Sparks 122
	Compensatory Time (non-exempt employees)	www.csc.edu/hr/policies--information/ for appropriate agreement
Policies		
	Employee Handbook	www.csc.edu/hr/policies--information/
	NAPE / NSCPA / SCEA Agreement(s)	www.csc.edu/hr/policies--information/
	Board of Trustees Policies	www.nscs.edu
	CSC Policy Homepage	www.csc.edu/policy/
	Attendance	Supervisor & Employee Handbook
	Dress Code	Supervisor & Employee Handbook
Procedures		
	Travel Policy & Firefly Travel	Budget Director-Sparks Hall 014
	Defensive Driving – STOP course	Human Resources – Sparks Hall 122
	Driver License Check	Human Resources – Sparks Hall 122
	Expense Reimbursement Process	www.csc.edu/repository
	Accounts Payable & Purchasing Requisitions	www.csc.edu/repository
	Worker's Compensation	Human Resources – Sparks Hall 122
	Accident Reports	www.csc.edu/repository
	Inventory	Business Office
	Emergency Plan	Supervisor & Security Crites Hall
	Hep B Form	Human Resources – Sparks Hall 122
	Job Description-PeopleAdmin	nscs.peopleadmin.com/hr/login
	Evaluation Process & Form	www.csc.edu/hr/forms/
	Probation Period	Human Resources – Sparks 122
	Professional Development Funds	
	Promotion & Tenure Procedures	Academic Dean

I have been advised of and/or have received copies of the above listed items and have read and understand their content.

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____