

Supervisor Checklist for New Hires	
Submit the following to the Business Administrator as soon as you have confirmed details on employment:	
Employee Name	_____
Email & Contact Info	_____
Personnel Action Form	_____
Job Description	_____
Business Office will complete the following:	
<ul style="list-style-type: none"> Employment Letter New Hire Paperwork & Background Check Email Set-up Website/Intranet Computer Needs/Office Space Keys/Door Code Name Tags ACS/Facility Scheduler Access Realm 	

Supervisor Checklist for Resignations/Retirements/Terminations	
Submit the following to the Business Administrator as soon as you have confirmed details:	
Personnel Action Form	_____
Business Office will complete the following:	
<ul style="list-style-type: none"> Exit Interview Email forwards Collect Keys/Disable Door Code Collect any credit cards issued Disable all access to ACS/Facility Scheduler Disable all Realm Disable all computer logins Website/Intranet Termination Letter 	

Supervisor Checklist for Employee Changes	
Personnel Action Form	_____

Questions: Call or Email Traci Hughes, Business Administrator

This form can be found on the Intranet.