

Dickinson

STUDENT EMPLOYEE CHECKLIST

The following checklist is designed as a guide to acquaint the new student employee with the department. This checklist is not meant to limit the supervisor in the orientation of the new employee, but rather to serve as an outline of the minimum information that should be discussed with the employee within the initial days of employment.

_____ **Tour.** Take a tour of the building/department as well as other appropriate buildings/departments.

_____ **Student employment website.** Visit the student employment website for frequently requested information, payroll and tax form information, procedures and guides, and other pertinent useful information. https://www.dickinson.edu/homepage/1497/student_employment

_____ **Payroll Schedule.** Payroll dates for the current calendar year. Please review pay period begin and end dates and time entry deadlines to be paid.
https://www.dickinson.edu/download/downloads/id/12858/pay_dates_next_year.pdf

_____ **Time Entry Procedures.**

Banner Self-Service Web Time Entry: Review the Banner web time entry instruction manual.
<https://www.dickinson.edu/download/downloads/id/10618/ssb-time-entry.pdf>

Time Clock Plus (For Dining Services and some Library Employees): Show location of time clock and review clock in/clock out procedures.

Did you miss the deadline for Self-Service Banner Web Time Entry submission?
Download the excel spreadsheet for paper submission. Payment will most likely be delayed.
https://www.dickinson.edu/download/downloads/id/14801/manual_timesheet.xlsx

_____ **Dress Expectations.** Discuss specific dress and/or uniform expectations.

_____ **Work schedule.** Review work schedule and procedures to follow for reporting late to work or calling off from work.

_____ **Equipment.** Explain use of equipment, location and how to obtain supplies.

Safety Procedures and Equipment. Review and instruct employee on department specific safety regulations and safety procedures.

Emergency Procedures and Equipment and First Aid Supplies. Review and explain Emergency Quick Guide and Fire Safety. Locate first aid supplies and emergency equipment.

_____ **Injury while working.** Please report your injury to your supervisor. Additionally, please complete the Workers Compensation reporting form available in the Gateway.

_____ **Confidentiality.** Maintain the security and confidentiality of information as required by federal law and college policy.