

FOR SUPERVISORS

Date Completed	Item	Contact person/location
Beginning of onboarding:		
	job offer made	supervisor
	give employee info on how to submit online background check form	supervisor/HR *See page 2 for request template
	background check form submitted	employee submits online/HR
	background check approved	HR notifies supervisor when/if approved
	employee receives new hire email and contract with list of items to bring to orientation and start date(1st or 16th of month)	supervisor contacts HR for appropriate start date
	workspace assigned (desk, chair, etc.)	supervisor
	equipment needs? (Computer, printer, phone, etc.)	supervisor request from IT
	PAF prepared (if needed)	HR will prepare
	SID# received	HR will email SID# to supervisor
	email address received	HR will email IT to set up email account - IT may contact supervisor for further info
	provide job description to new employee and cc HR	supervisor
Once supervisor has received email from HR indicating employee is in database:		
	IT Database Access form completed	supervisor (as applicable for PPMS, SMS, FMS, etc.)
	U Drive/R Drive access	supervisor submit to IT
	phone extension	supervisor request from IT
Training needs (as applicable):		
	Liquid Office (Faculty only)	https://liquidoffice.edcc.edu/jsp/login.jsp
	TLR - Time and Leave Reporting	http://employees.edcc.edu/training/tlr.html
	Purchasing Express	supervisor / Business Office x1427
	CEI Plus training (PPMS, SMS, etc)	supervisor
	Canvas	TRC
	FERPA (mandatory compliance training)	http://employees.edcc.edu/training/compliance-training/
	Diversity (mandatory compliance training)	http://employees.edcc.edu/training/compliance-training/
	Workplace Civility and Respect (mandatory compliance training)	http://employees.edcc.edu/training/compliance-training/
	State Ethics (mandatory compliance training)	http://employees.edcc.edu/training/compliance-training/
	Sexual Harrassment Prevention (mandatory compliance training)	http://employees.edcc.edu/training/compliance-training/
	Title IX training	http://www.edcc.edu/titleix/training-activities.html
	Facilities work orders	http://employees.edcc.edu/facilities/default.html
	IT support help requests	https://itsupport.edcc.edu/portal
	25Live - room reservations	https://sites.google.com/a/email.edcc.edu/room-scheduling-events-management/
	travel expense vouchers	supervisor / U Drive
	Employee Assistance Program	http://employees.edcc.edu/hr/eap.html
Once employee is onboard (as applicable):		
	WPEA membership (Classified employees - due within 30 days)	http://www.wpea.org/
	WPEA contract	http://www.ofm.wa.gov/labor/agreements/15-17/wpea_he.pdf
	Faculty Union Membership Info	mailed from HR
	Faculty contract	https://www.edcc.edu/hr/documents/faculty-cba.pdf
	Advisor ID (Faculty only)	email from EVPI
	long distance code	Help Desk x1234
	business cards	Print and Mail Mountlake Terrace 118
	printer/copy codes	supervisor
	EdPass (optional bus pass)	Lynnwood 214
	EdPass encoding	Woodway 214
	parking pass	Lynnwood 214/Woodway 214
	keys	Woodway 214
	group/department emails	supervisor
	committees	supervisor
	email signature	http://employees.edcc.edu/colrel/marketing-and-public-information/email-signature.html
	holiday schedule	http://www.edcc.edu/hr/holiday-schedule.html
	payroll schedule	http://employees.edcc.edu/hr/compensation/payroll-calendar.html#/?i=3
	academic calendar	edcc.edu/calendar/academic.html
	how to access PIN	U Drive > Enrollement Services OR https://transact.edcc.edu/empearnlv/
	earnings history/leave balance	https://transact.edcc.edu/empearnlv/
	Payroll contact info	payroll@edcc.edu or x1492
	HR contact info	hr@edcc.edu or x1400
	expectations/goals/job description	supervisor
	Campus tour	http://www.edcc.edu/campus/documents/map.pdf
	Bookstore	Brier 1st floor
	Cafeteria/College cafe	Brier 1st floor
	Library	Lynnwood 3rd and 4th floors
	TRC - Technology Resource Center	Lynnwood 207
	EdPass Office	Lynnwood 214
	Print and Mail Center	Mountlake Terrace 118

Template to Request Background Checks

Please use the following format for a background check request:

Email subject line: Background check for [First Last Name]

Prospective Employee's Type: (i.e. Classified, Exempt, Faculty, PT Hourly, or Student Hourly)

Prospective Employee's Name:

Prospective Employee's Supervisor's Name:

Prospective Employee's Department:

Prospective Employee's Job Title:

Prospective Employee's personal email:

Prospective Employee's Phone number:

NOTE: we will email the supervisors when the background check is complete. If you would like the completion email to go to additional people (such as an administrator), add their email address in the cc line of the email.