New Hire Checklist

Welcome to Portland Community College! This checklist is designed as a general guide to help you keep track of tasks and resources essential to successfully navigating your new role at PCC. If you have any questions about the materials referenced in this checklist, discuss them with your manager or reach out to the People Strategy, Equity and Culture (PSEC) team at 971-722-5867.

Note: This checklist does not need to be submitted to PSEC as it is for your records. Some of the items on this checklist will also be outlined in an online training; your manager and PSEC will receive notice of your completion.

Before Your First Day

- ❑ Confirm your work schedule with your manager, including when and where to arrive on your first day
- ❑ Review the map for your campus/center and the Transportation and Parking options available to you on the New Employee Onboarding and Resources page
- ❑ Bring required documentation for I-9 verification (see the **Lists of Acceptable Documents**)
- ❑ If applicable, inform your manager of any needed accommodation under the ADA

Your First Day

Meet with your manager to complete new hire paperwork to be submitted to Human Resources:
- ❑ Employee Information Form
- ❑ I-9 Form
- ❑ W-4 Form and Form OR-W-4 (Form OR W-4 instructions)

Work with your manager or other appropriate department contact to:
- ❑ Obtain your:
  - ❑ MyPCC username and setup account
  - ❑ Access to Multi-Factor Authentication (MFA) by enrolling in the option of your choice
  - ❑ PCC ID Card (Enrollment Services issued)[1]
  - ❑ Parking permit and/or Trimet pass
  - ❑ G Number (PCC employee ID number available on "Your PCC Profile" within Banweb)
- ❑ Confirm Access to:
  - ❑ Access Card (Public Safety issued)
  - ❑ Workspace (brass keys)
  - ❑ Email and Google Calendar
  - ❑ Wi-Fi
- ❑ Setup your voicemail
- ❑ Request necessary supplies
- ❑ Tour Workspace/Campus or Center
- ❑ Ergonomic self-assessment and modification request if applicable

If working remotely:
- ❑ Complete Remote work agreement (faculty/AP) or Telecommuting Agreement (all other staff)
- ❑ Complete Remote Access Request and Confidentiality Agreement if applicable

Review the applicable Contract/Handbook for your employee classification

You should also begin to familiarize yourself with PCC's talent management system, MyCareer@PCC:
- ❑ Review process guides on the MyCareer@PCC Resources page

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[1] Your Access badge serves as your ID card if you need building access for your role

- ❑ Begin the "New Employee Training Modules" online training:
  - ❑ Oregon DHS Mandatory Reporter Training
  - ❑ PCC Policy Orientation
  - ❑ Family Educational Rights and Privacy Act Training
  - ❑ Title IX Training
  - ❑ Safety Training

Your First Week

Complete online Benefits Orientation (if applicable) located in New Employee Training Modules online training
- ❑ Enroll in Benefits on the Oregon Educators Benefit Board website (if applicable; you can review benefits eligibility requirements on the Benefits page.)

Work with your manager or appropriate department contact to:
- ❑ Review the MyPCC website; specifically, the Employee Tab:
  - ❑ Employment Details (Leave Balances, Tax Forms and Emergency Contacts)
  - ❑ Employee Tools
  - ❑ Time Reporting and Web Time Entry
- ❑ Sign up for direct deposit
- ❑ Obtain a copy machine ID
- ❑ Review and join appropriate Google Groups (Announcements, Campus/Center group etc.)
- ❑ Sign up to receive PCC Alerts
- ❑ Schedule recurring check-ins with your manager

Meet with your manager to review:
- ❑ Your Position Description
- ❑ Your department's Organizational Chart
- ❑ Your department's protocols such as requesting time off, team meetings, calendaring, etc.
- ❑ The PCC Strategic Plan
- ❑ PCC Emergency Preparedness and Response Guidance
- ❑ Any questions you may have about college policies or your role

Your First 30 Days

Meet with your manager to:
- ❑ Review professional development opportunities
- ❑ Review departmental and/or role specific training you may need such as:
  - ❑ Banner Training
  - ❑ Purchase Card Training
- ❑ Review performance assessment process and cycle and confirm you understand the probationary period that applies to your classification (if applicable)
- ❑ Contact People, Strategy, Equity and Culture (PSEC) at AskPSEC@pcc.edu and set up a time to learn about the services their division offers. Familiarize yourself with PSEC contacts

Additional information to review:
- ❑ Payroll Resources
- ❑ Requesting Employment Accommodation
- ❑ Employee Resources
- ❑ PCC Resources List

Your First 90 Days

Review the Official College Transcript Procedures for Employees:
- ❑ Request and submit official college transcripts (if applicable)

Meet with your manager to:
- ❑ Identify professional goals for your first year of employment