

## New Hire & Affiliate -Admin. Check list

	<b>Name:</b>	<b>Employee ID:</b>	<b>Notes &amp; follow-up</b>
	Send in HR review form when PI proposes Fellowship		
	Obtain HR review approval		
	Prepare Fellowship letter and obtain signature		
	Lab invite email to Affiliate (Affiliate office)		
	Submit ERFIC for Affiliate Fellowship		
	When Affiliate arrives at Lab, confirm with Affiliate that the auto deposite form (ACH) has been filed with Accounting Dept.		
	Check that Lab directory listing is accurate for Affiliate		
	Announce new Affiliate to group, including the room no. & phone extension		
	Request card key access		
	Order key(s)		
	Setup Mail Stop mail box		
	Order name plate, or make cubicle name plate		
	Check that Affiliate has computer		
	Add Affiliate to the group meetings & email lists		
	Take Affiliate's photo and post on ATAP Lobby directory		
	Wes sends Affiliate photo to Joe Chew		
	Add Affiliate to the group phone list on Google drive		
	Add Affiliate to group web directory		
	Add Affiliate to local hallway wall directory		
	Add Affiate email to Toshiba scanner email list		
	Follow-up on non-employee payment, 1 week after submitting Fellowship payment on ERFIC		
	For hired staff, check that employee can access LETS and knows how to enter time		
	Orientate Affiliate to travel resources and policy		
	Process 'Host & Participating Guest Checkout List' at termination and have host/supervisor sign.		

### PI Section

	Inform Administrative Assistant of Affiliate plans to visit giving dates and details of visit
	Make Administrative Assistant Affiliate record designate
	Inform Administrative Assistant of request for non-employee payment
	Discuss with Administrative Assistant office space for the Affiliate
	Review Affiliate safety training