



New Employee Checklist

Welcome to Salisbury University!

This checklist has been created to assist new employees with making a successful transition to Salisbury University.

³ Before your First Day

- Sign the offer letter and position description/information form and return to your Manager
- Complete the fingerprinting process with Campus Police (consult your hiring Manager to schedule)
- Complete new employee packet of forms sent with your offer letter including W-4, employee info sheet, direct deposit, policy acknowledgement, criminal background check authorization form, and MOU signature page (if



3 **During your First Week**

Gather documentation for benefit dependents and provide to Human Resources with completed benefits enrollment form (