



# SAN DIEGO MIRAMAR COLLEGE

## **Contract New Hire Check-Off List for Supervisors**

### **Actions to complete once you receive “Good News” email from PCaTS (HR):**

- PCaTS (HR) will notify Supervisor when New Hire is cleared to start via email. Supervisor will need to notify HR of:
  - Location of where New Hire needs to report to on their 1<sup>st</sup> day of work
  - Establish New Hire’s work schedule

### **Actions to complete prior to start date:**

- Prepare Key and Alarm Request Form and submit to Business Office
- Identify New Hire’s work station & ensure proper technology is set up (computer, webcam, speakers, etc.)
- Set meeting reminders of when Evaluations need to take place (see corresponding CBA)
- Provide log in credentials to new hire once account has been set up
- Confirm Telephone access
- Request G Drive Access (if needed)
- Request People Soft Access (if needed)
  - HCM 9.2 request with Jenelle Castillejos
    - Timekeeping Access
  - Financials 9.2 request with Denise Kapitzke
    - Requisitioner Access
    - Budget Reports Access
    - Approval Workflow (Budget Managers)
  - Campus Solutions request with VPI Office