Manager's Checklist for Entering Employee/Visitor

Please refer to this checklist when you have new employees and visitors

*ALL NEW EMPLOYEES MUST SEE PERSONNEL AND PAYROLL MANAGER ON OR BEFORE THEIR FIRST DAY OF WORK. [11266 Bunche Hall, Ext. 53339]

1. Personnel Action Request (FOR EMPLOYEES):
   - For hiring all employees go to http://www.international.ucla.edu/article.asp?parentid=1745 for form and instructions on how to correctly complete it.
   - Funding:
     - Check with your Fund Manager to ensure you have the correct account and sufficient funds.
     - Forward the completed form to Personnel Manager.
     - This must be done before employee starts.

2. Room Assignment
   - Determine where employee will perform work. If an office request is necessary (for a visiting scholar) visit the Institute's extranet http://olympus.international.ucla.edu/, login, and click on “office”.

3. Key Assignment
   - If employee will need a key, download this form http://www.international.ucla.edu/article.asp?parentid=1974 and forward to Institute Receptionist.

4. Email Account and Access to Drives
   - If employee will need an email address fill out this online form for your employee http://www.international.ucla.edu/computing/email/servicereq.htm and forward to Institute IT Office.
   - If employee needs access to certain drives inform Institute IT Office.

5. Campus Directory (EMPLOYEES ONLY)
   - If you would like your employee’s name to appear in the Campus Directory see Institute Receptionist.
   - If you would like your employee/visitor's name to appear in the Institute Directory see Institute Receptionist.

6. OASIS Access
   - If employee will need access to the OASIS system see Departmental Security Administrator (Accounts Manager).