

**New Hire Departmental Orientation**

*Please discuss/check applicable items and return completed form to [SOMHR@uscmed.sc.edu](mailto:SOMHR@uscmed.sc.edu) within 5 days of hire date.*

**Employee:** \_\_\_\_\_ **Dept:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**New Hire Information**

- \_\_\_ New employee guide: [https://www.sc.edu/about/offices\\_and\\_divisions/human\\_resources/new\\_employee/](https://www.sc.edu/about/offices_and_divisions/human_resources/new_employee/)
- \_\_\_ Review position description, obtain 3 required signatures, and return to SOMC HR
- \_\_\_ Review EPMS Planning Stage: <http://www.sc.edu/policies/ppm/hr136.pdf>
- \_\_\_ Training & Prof Development: [https://www.sc.edu/about/offices\\_and\\_divisions/human\\_resources/professional\\_development/index.php](https://www.sc.edu/about/offices_and_divisions/human_resources/professional_development/index.php)
- \_\_\_ HR policies and procedures manuals: [https://www.sc.edu/about/offices\\_and\\_divisions/human\\_resources/policy\\_procedure/index.php](https://www.sc.edu/about/offices_and_divisions/human_resources/policy_procedure/index.php)
- \_\_\_ SOMC website: [https://www.sc.edu/study/colleges\\_schools/medicine/index.php](https://www.sc.edu/study/colleges_schools/medicine/index.php)
- \_\_\_ Supervision and chain of command
- \_\_\_ Confidentiality requirements of position

**Payroll and Attendance Information**

- \_\_\_ Established work hours and process to request overtime
- \_\_\_ Annual leave (accruals) and the process for requesting leave
- \_\_\_ Sick leave (accruals); process for calling in when sick
- \_\_\_ Process regarding tardiness and absenteeism
- \_\_\_ Other leave (holidays, death in immediate family...)
- \_\_\_ Time/Labor & Absence (T/L & ABS) module in PeopleSoft
- \_\_\_ Paycheck (direct deposit; 15<sup>th</sup> and last day of month)
- \_\_\_ Established lunch period for department
- \_\_\_ Employee Self Services (PeopleSoft)

**Departmental Information**

- \_\_\_ Organization of the department and introduction to faculty, staff, and students
- \_\_\_ Relationship to other departments and affiliated hospitals or institutions
- \_\_\_ Overview of the department compliance plan and billing policies and procedures
- \_\_\_ Restrooms
- \_\_\_ Supplies and equipment (use/maintenance of equipment)
- \_\_\_ Cafeteria, breakroom, other eating facilities
- \_\_\_ Issue of office and/or desk keys
- \_\_\_ Parking facilities (decal and any restrictions)
- \_\_\_ Emergency exits
- \_\_\_ Department's operating manuals, if applicable

**Safety, Security, and Accident Reporting**

- \_\_\_ Departmental safety rules and any potential safety hazards: <http://custodial.med.sc.edu/hm/ohm.htm>
- \_\_\_ Workers' Comp: [https://sc.edu/about/offices\\_and\\_divisions/human\\_resources/benefits/workers\\_compensation/index.php](https://sc.edu/about/offices_and_divisions/human_resources/benefits/workers_compensation/index.php)
- \_\_\_ New Employee Preliminary Health Risk Assessment Survey (provided by SOMC HR)
- \_\_\_ Hazardous/blood borne pathogens or other training requirements, if any, and how to register for classes
- \_\_\_ Fire Drills

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_