

(\*To be customized to each department\* The items highlighted in “green” are intended to make your new employee feel welcome. Please try to include them whenever possible.)



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Banner IDs are only issued once all new employee paperwork is completed.  
SOM: Banner IDs are provided w here

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  - *Glassboro and Camden:* If the keys are not already located within your department, an admin in your department can submit a work order through [RowanWorks](#).
  - *SOM:* Please complete the locksmith request form:  
<https://som.rowan.edu/documents/locksmithrequest.pdf>
- Arrange for any office lighting, air/heating, custodial, painting, and/or furniture moving work and to order name plate/ sign for new employee’s office or desk.
- *Glassboro and CMSRU:* An admin in your department can submit a work order through [RowanWorks](#).
  - *SOM:* Email [SOMfacilitieshelp@rowan.edu](mailto:SOMfacilitieshelp@rowan.edu)

<p><i>Glassboro and Camden:</i></p> <ul style="list-style-type: none"> <li>Start time on first day.</li> <li>Directions and map of where to report. <ul style="list-style-type: none"> <li>o All Campuses: <a href="https://www.rowan.edu/about/visiting/main.html">https://www.rowan.edu/about/visiting/main.html</a></li> </ul> </li> <li>First day parking instructions <ul style="list-style-type: none"> <li>o Parking Information: <a href="https://sites.rowan.edu/publicsafety/parking/">https://sites.rowan.edu/publicsafety/parking/</a></li> </ul> </li> <li>Reminder to connect with HR regarding documents to bring on first day.</li> <li>Guidelines for office dress code</li> </ul> <p><i>SOM:</i></p> <ul style="list-style-type: none"> <li>HR provides all first day information to new employees, as the first half of the first day is typically spent with HR in New Employee Orientation</li> <li>Confirm with HR that new employee will attend orientation on first day.</li> <li>Provide directions on where to report after new employee orientation</li> </ul>	
<p><b>Schedule time to spend with your new employee during the first week.</b></p> <ul style="list-style-type: none"> <li>Check with Payroll to find out new employee's first pay date.</li> <li>Identify meetings (staff, 1:1, etc.) that new employee should attend.</li> <li>Identify people for new employee to meet during first week.</li> <li>Determine meaningful work assignment for new employee to attempt or complete.</li> </ul>	

For access to O: Drive and shared folders, email [support@rowan.edu](mailto:support@rowan.edu) with the O: Drive

\*this only applies to full-time employees.

*Glassboro and Camden:* <https://sites.rowan.edu/hr/training/neo.html>

*SOM:* New Employee Orientation takes place on Mondays

Identify

Glassboro: <https://apply.rowan.edu/portal/visit>

Glassboro Virtual: [http://www.youvisit.com/tour/rowan/80133?tourid=tour1\\_10\\_04\\_16\\_09886](http://www.youvisit.com/tour/rowan/80133?tourid=tour1_10_04_16_09886)

SOM:

856-256-4134  
<http://www.rowan.edu/hr/>

856-566-6159  
<http://www.rowan.edu/som/hr/index.html>

856-256-4166  
<http://www.rowan.edu/adminfinance/controller/payroll>