

# Future of Work Leaders Logistics Checklist

This checklist provides the logistical steps needed for all new hires and offboarding all staff as well as steps for staff moving to remote or hybrid work. Lines without a checkbox contain additional information.

## New Hire

- If the employee will be working outside the state of Tennessee, the Notice of Employee Working Outside of Tennessee form must be completed to ensure compliance with state and local regulations**  
<https://forms.vanderbilt.edu/view.php?id=688503>
- Provide a computer and other necessary equipment required to perform essential job functions:**
  - Computer - decide if new needs to be ordered or if one is available for use
    - If new - order as soon as possible as these take 4-6 weeks to receive (*Do not need VUnetID before ordering*)
    - If computer is available, determine if should be reimaged.
  - Submit a ticket (*link to website*) for new or to reimage
  - Phone - decide if need physical phone or no-set
    - No-set requires wired headset but not a campus jack - best for out of state remote workers

### Ensure new hire has completed both sections of I-9 to finish hire in Oracle

## After new hire has completed Oracle workflow:

- Line manager or HCM Specialist sends new employee link to claim VUNetID (*link to website*)
  - If new employee worked for either VU or VUMC pre-split, they may need to reactivate their old VUNetID through IT.
- Once VUNetID is claimed, then the following can be completed:
  - Send VUNetID to IT with ticket # for new/reimaged laptop and information for set-up
    - Set-up: drives, software needs - easiest if new laptop profile mirrors another employee
    - Hybrid workers must log into the network/ work laptop for the first time while on campus and on VU's network
    - Remote workers will need a remote profile set-up by IT on laptop then IT will ship laptop to new hire
  - Schedule Voice Services set-up - typically takes a day or two and not best to do too early
    - Once phone number is obtained, have new employee update Person information in Oracle and update People Finder
    - If hybrid work schedule, have new employee schedule a time with the card office to gain id card.
    - Once ID card is gained then set-up building and campus print accesses through Card Office.
  - Order supplies and computer peripherals through procurement requestor and, if needed, ship these to employee's home
    - Purchasing multiple sets of equipment are not required for hybrid work staff members
- Remote/Hybrid: Ensure off-campus workspace is conducive to performing job duties and is safe with proper ergonomics**
  - Unless required by law, costs related to the setup of designated workspace are the responsibility of the staff member
  - Ergonomic Resources
- Allow employee time to review VU policies and federal & state laws to ensure compliance**

## Staff

- If the employee is working outside the state of Tennessee, the Notice of Employee Working Outside of Tennessee form must be completed to ensure compliance with state and local regulations**  
<https://forms.vanderbilt.edu/view.php?id=688503>
- Remote/Hybrid: Ensure off-campus workspace that is conducive to performing job duties and is safe with proper ergonomics**
  - Unless required by law, costs related to the setup of designated workspace are the responsibility of the staff member
  - Ergonomic Resources
- Remote/Hybrid: Ensure have computer and other necessary equipment required to perform essential job functions**
  - Ensure laptop is up-to-date and cameras & microphones work with apps
  - Order through procurement requestor and can ship these to employee's home
  - Purchasing multiple sets of equipment are not required for hybrid work staff members

## Offboarding (Employees separating from VU)

- Work with employee to collect VU property; especially, computer, peripherals and university documents/data.**
  - Remote: Send shipping label for FedEx/UPS via email and have employee take to store for packing and shipping.
    - Track package to ensure completed and shipped
  - Hybrid: On last day of work, meet line manager or designated person to collect computer and peripherals, id badge, etc.
- If employee has One Card, ensure it is turned off 2 weeks in advance by contacting Purchasing Card Services**
- Have employee complete expense report, if needed.**