

New Employee Essentials Checklist

Welcome to Mesa Community College! We're really glad you're here! Whether you are new to the community college system or just new to MCC, our goal is for you to get off to a good start by taking care of new employee essentials. This checklist is your guide to a few key things to take care of the first few days of your employment. Information for each of these items and more is located at MCC New Employee Central at mesacc.edu/neo. Each section has a corresponding icon. Be sure to explore each section for complete information. Your supervisor, department guide, and/or HR analyst can help you with specific items, so don't hesitate to ask questions....lots of them!

PEOPLE, PLACES, THINGS



GO TO NEO CENTRAL WWW.MESACC.EDU/NEO

<input type="checkbox"/>	Review your new employee welcome packet.
<input type="checkbox"/>	Ask your supervisor who will be your MCC Guide and record their name and phone number:
<input type="checkbox"/>	Take a quick tour to locate cafeteria, coffee shop, Public Safety, MCC Help Center, HR, Student Center, Fitness Center, Child Care Center (Southern & Dobson location only).
<input type="checkbox"/>	If applicable – take care of ID badge, parking permit, keys while at Public Safety.

GET CONNECTED



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<input type="checkbox"/>	Access your MEID and record on your Quick Reference Card.
<input type="checkbox"/>	Set up your email accounts – record user name and password on your Quick Reference Card.
<input type="checkbox"/>	Connect your mobile devices: iPhones, iPads, Blackberry, and tablets.
<input type="checkbox"/>	Phone system operation for internal and external calls. If applicable, set up voice mail.
<input type="checkbox"/>	Access the MCC Intranet and District Technology Training for additional resources.

HIRING ESSENTIALS



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<input type="checkbox"/>	Complete hiring paperwork for taxes; choose how to receive your pay – direct deposit or check.
<input type="checkbox"/>	Your supervisor or HR analyst will provide you with your employee ID.
<input type="checkbox"/>	Do a Time and Labor reporting orientation (except adjunct faculty).
<input type="checkbox"/>	If you're a manager new to approving Time & Labor, schedule HRMS training with your HR Analyst within the next 2 days.
<input type="checkbox"/>	If you require an ADA accommodation, contact your HR Analyst.

ABOUT MCC



GO TO NEO CENTRAL WWW.MESACC.EDU/NEO

<input type="checkbox"/>	MCC Vision & Mission introduction
<input type="checkbox"/>	MCC Values introduction
<input type="checkbox"/>	Unique MCC landmarks – clock tower, rose garden, planetarium

NEXT STEPS



PLAN WITH YOUR SUPERVISOR OR GUIDE:

<input type="checkbox"/>	Work group introductions and job orientation.
<input type="checkbox"/>	Record additional MCC and District required training on the "My Next Steps Plan" worksheet.
<input type="checkbox"/>	Schedule and record training in an online (Google, Outlook, Zimbra,) or printed calendar.

Got A Question, Concern, Need Help?

Go to <http://www.mesacc.edu/employees/hr/ask.html> and enter your question;
We will reply within 24 hours