



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective September 2006, Revised: June 30, 2020
Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 1.002

Subject: Facilities Management New Employee Preparation

Purpose: Facilities Management will make an excellent first impression of welcoming new staff.

Procedures: The Office Administrator of the department in which the new employee will reside will be responsible for the following activities to enable new employees a smooth transition to Facilities Management organization employment.

I. Prior to the first day of work – Process New Employee Essential Documents

- 1) **Essential Documents** – A complete list of essential documents can be found on the Human Resource website. Must be completed no later than the employee's first day of reporting to work. A valid driver's license is required.
- 2) **Salary Action** – Complete a Personnel Action Form available on the Human Resources web site.
- 3) **Keys** - Identify keys needed and submit a Jira ticket via the Service Desk at My UWF.
- 4) **Building Directory and Office Door Signage** – The Facilities Planning, Maintenance & Construction Space Manager, with responsibility for interior signage, will place the new employees name at the entry door to the office/work station and update building directories.
- 5) **Facilities Development & Operations Telephone Directory** – Update the Google Sheet directory.
- 6) **Telephone** – Submit a Jira ticket via My UWF for the correct phone display and phone number.
- 7) **Computer Hardware** – Contact ITS to assure hardware and connectivity is provided.
- 8) **Office or Workstation** – Request the room or work area be cleaned, painted if necessary, and clean the desk drawers. Remove artifacts! If the work space requires painting, submit a TMA work request via Work Control (X- 6000). Provide a minimum of two (2) weeks notice.



II. During the first day of work -

- 1) **Introductions** - Accompany the new employee through the building to introduce them to all staff members in the building.
- 2) **Computer login** - ITS will also provide orientation and assist the new employee with establishing a User ID and Password to enable login.
- 3) **Parking Permit** – Accompany new employee to [Parking Services](#) in Building 20 to obtain a temporary parking pass. Once new hire paperwork has been processed and a MyUWF Account has been activated, new employee may purchase a permit online via the Parking Permits app.
- 4) **Campus Map** – Provide the new employee a campus map and where the Controller’s Office is located. The fee may be paid at the Controller’s Office OR on-line accessed from the Controller’s Office web site or Parking Services web site.

III. Within two weeks of the new employee’s start date -

- 1) **New Employee Orientation** - Schedule with the Office of Human Resources. Assure the new staff member obtains an orientation folder. (Held once a month in HR)
- 2) **University Telephone Directory** – Should automatically be created thru Office of Human Resource when the New Employee action sheet has been processed. You can contact the Office of Marketing and Creative Services to provide updated information for the Directory.
- 3) **Nametag** – Purchase a University branded 1-1/4” x 3” nametag capable of affixing magnetically without the use of a pin.

Developed by: Facilities Management

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