**KANSAS STATE BOARD OF NURSING**

**ORIENTATION CHECKLIST**

**PRE-EMPLOYMENT CHECKLIST**

* Prepare and mail Offer Letter
* Process in SHaRP
* Create Personnel/HR File
* Request logon ID’s: KBON, Email, Nursys
* Prepare Orientation Agenda
* Prepare Orientation Packet
* Set-up workstation

**□** Phone book / State of Kansas Directory

**□** General office supplies (i.e., stapler, pens, paper)

**□** Procedure / Desk manual

**□** Voicemail

**ORIENTATION PACKET**

**I. Orientation Checklist**

**II. Orientation Agenda**

**III. Kansas at a Glance**

**IV. History of the Kansas State Board of Nursing**

**V. Kansas State Board of Nursing Presentation**

**VI. Introductory Materials** *Date Initials*

**□** New Employee’s Position Description \_\_\_\_\_\_ \_\_\_\_ \_\_\_\_

**□** KSBN Phone List

**□** Parking—Waiting List Request and Optional Parking

**□** Authorization for Secure Key Card

**□** KSBN Key Agreement

**□** Business Card Template

Date Secure Key Card Received \_\_\_\_\_

Date Keys Received \_\_\_\_\_

**VII. Employment Eligibility** *Date Initials*

**□** Employment Eligibility Verification – Form I-9 \_\_\_\_\_\_ \_\_\_\_ \_\_\_\_

**VIII. Policy Statements** *Date Initials*

**□** State of Kansas Employee’s Oath \_\_\_\_\_\_ \_\_\_\_ \_\_\_\_

**□** Substance Abuse Policy

**□** Equal Employment Opportunity/Affirmative Action

**□** Workplace Violence Policy

**□** Workers’ Compensation

**□** Family and Medical Leave Act (FMLA)

**□** Fair Labor Standards Act (FLSA)

**IX. Benefits Information and Forms**

***Benefits Summary***

***Kansas Public Employees Retirement System (KPERS)***  *Date Initials*

**□** Report of Member Status \_\_\_\_\_\_ \_\_\_\_ \_\_\_\_

**□** Transfer of Optional Group Life Insurance Coverage

(current State of Kansas Employees only)

**□** Designation of Beneficiary

**□** Disability Income Benefit for members of KPERS

**□** Insured Death Benefit for members of KPERS

**□** Application for Optional Group Term Life Insurance

**□** Deferred Compensation Enrollment

(ING Financial Services)

**□** Savings Bonds

***Payroll***  *Date Initials*

**□** Form W-4 \_\_\_\_\_\_ \_\_\_\_ \_\_\_\_

**□** Direct Deposit

**□** Additional Withholding Tax Deduction

**□** Payroll Schedule

**□** Time and Leave Document

***Group Health*** *Date Initials*

**□** Benefits Guide \_\_\_\_\_\_ \_\_\_\_ \_\_\_\_

**□** Group Health Insurance Enrollment Form

***KanElect Flexible Spending Accounts*** *Date Initials*

**□** KanElect Overview \_\_\_\_\_\_ \_\_\_\_ \_\_\_\_

**□** KanElect Enrollment Form

***HealthQuest*** *Date Initials*

**□** Newsletter \_\_\_\_\_\_ \_\_\_\_ \_\_\_\_

**□** LIFELINE

***Miscellaneous***  *Date Initials*

**□** K-SHIP Brochure \_\_\_\_\_\_ \_\_\_\_ \_\_\_\_

**□** Long-Term Care Insurance Plan Overview

**□** Learning Quest Brochure

**□** Designated Holidays/Discretionary Holiday

**Helpful Links**

State Employee Services <http://www.accesskansas.org/employee/>

KPERS <http://www.kpers.org/>

Department of Administration, Office of Personnel Services <http://www.da.ks.gov/ps/subject/ARC.htm>