Contracted Faculty of Practice
Human Resources Onboarding Checklist

Welcome to Concordia University, St. Paul! Below you will find a summary of your CSP HR Onboarding tasks. We appreciate your completion of these documents within two weeks' time. Please note, completion of this tasklist is required in order for us to provide you with your CSP account access.

We look forward to bringing your talents to the University as a Contracted Faculty of Practice (adjunct professor)! *Thank you* - CSP Human Resources Team

Pre Hire:

- ☐ Submit application
- ☐ CV
- ☐ Send official transcripts
- ☐ Complete Background Check Authorization Form
- ☐ Complete Paycor onboarding paperwork
- ☐ Complete Form I-9
- ☐ Electronically sign contract
- ☐ Electronically sign wage statement
- ☐ After all the above is completed, look for Supervisor communication regarding system login credentials
- ☐ After Supervisor provides login credentials, call the IT Help Desk (651-641-8866) to create password

Post Hire:

- ☐ Direct deposit setup
- ☐ Complete training modules via Safety Skills (5 trainings around 2.5 hours total due within two weeks from DOH)