

CLEMSON UNIVERSITY ATHLETIC DEPARTMENT - NEW EMPLOYEE CHECKLIST

<i>Date Completed</i>	<i>Item to be Completed</i>	<i>-----Contact Information-----</i>			
		<i>Person</i>	<i>Location</i>	<i>Phone</i>	<i>Email/Website</i>
_____	Employment forms & process	Ida Benson	105A McFadden	656-1936	idaben@clermson.edu
_____	Staff ID card	Tiger I Card Svcs	111 Hendrix Student Ctr	656-0763	Tiger 1 Card website
_____	Computer set up	Steve Coleman	Jervey	656-1029	coleman@clermson.edu
_____	Keys	Mike Wilson	Jervey Equipment Room	656-0413	mwilso4@clermson.edu
_____	Card Access	Robbie Phillips		423-9406	jphill2@clermson.edu
_____	Parking decal	Parking Services	G-01 Edgar Brown Union	656-2270	Parking Services website
_____	Business cards/Office Supplies	Andree Wade	Jervey Mailroom	656-1933	landree@clermson.edu
_____	Phones	Gary Wade		643-6004	wgary@clermson.edu
_____	Student Athletic Handbook policies & procedures	Natalie Honnen	Nieri Hall	656-9254	nhonnen@clermson.edu
_____	Schedule Compliance Orientation, ARMS Access, Staff Agreement	James Cullimore / Jordyn Kirr	103 Jervey / 124 McFadden	656-3901	jcullim@clermson.edu / jkirr@clermson.edu
_____	Nieri Hall orientation	Steve Duzan	Nieri Hall	656-0945	sduzan@clermson.edu
_____	Sports Medicine orientation	Danny Poole	Reeves Training Room	656-2113	pdanny@clermson.edu
_____	CUHR On-Boarding Orientation	To be assigned by CUHR	ASB		
_____	CUHR Benefits Session	To be assigned by CUHR	ASB		
_____	Join IPTAY	Travis Furbee	IPTAY Building	656-2961	tfurbee@clermson.edu
_____	Comp Tickets	Tina Middleton	IPTAY Building	656-2959	betinam@clermson.edu
_____	Purchasing procedures/Relocation/Taxable Benefits	Sharon Littlejohn	105 McFadden	656-1937	sirvin@clermson.edu
_____	Travel	Eric George	126 McFadden	656-2205	egeorg2@clermson.edu
_____	CPR certification	Jerome Razayeski	Jervey Training Room	656-1957	jrazaye@clermson.edu
_____	Defensive Driving	Brad Owens	Baseball Facility	656-1691	owens4@clermson.edu
_____	Locker & gear	Mike Wilson	Jervey Equipment Room	656-0413	mwilso4@clermson.edu
_____	Clemson 101	Tim Match	127 McFadden	656-2911	mtimoth@clermson.edu
_____	PMP Planning Stage	Supervisor			
_____	CUAD HR	Kyle Young	106 McFadden	656-1989	kmyoung@clermson.edu
_____	/	/	/	/	/
Hire Date	Employee Name/Signature	Cell Phone Number	Supervisor Name/ Signature		

Upon completion, this checklist should be provided to Kyle Young. A copy will be placed in your personnel file.