**Roseville Public Library**

**Administration Checklist for New Employees**

Employee:

Once an employee has been hired:

* Create a personnel folder with copies of application, resume, references, credentials, job posting/description, last four digits of social security number for librarians, librarian level for librarians from the Library of Michigan, copy of action slip
* Email staff to announce new employee
* Request and email account from Information Services
* Complete an action slip (controller’s office will email employee payroll number after action slip has been signed by the City Manager)
* Add name to schedules
* Update the following personnel documents:
	+ Master Employee List
	+ Supervisory Chain
	+ Staff Email List
	+ Staff Flow Chart
	+ Personnel Budget
	+ Payroll Sheets and Sign-In Sheets
	+ Emergency Contact List
	+ Key or Key Fob List
* Register Librarians for listserves through SLC and ask them to subscribe to MichLib-L
* Register Librarians and Clerks for circulation, cataloging and searching workshops through SLC, as necessary

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