

## **CAH SIGN-IN POLICY FOR NON-OPS EMPLOYEES**

All employee payroll sign-ins must be conducted in accordance with all university policies and state and federal regulations.

Department/Programs are required to have ALL new employees contact the CAH Coordinator of Administrative Services (currently Suzanne Lin) in the CAH Dean's Office for a sign-in appointment.

## **CAH SIGN-IN PROCESS FOR NON-OPS EMPLOYEES**

The CAH Coordinator of Administrative Services (currently Suzanne Lin) in the Dean's Office will create the hire ePAF, Outlook e-mail account (if applicable) and provide the employee with a date for New Employee Orientation, parking information, employee ID card information and a copy of their position description (if applicable).