

New Manager/Leader Onboarding Checklist

Resources			
Company, HR Policies, Procedures & Information			
☐	Business Segments	☐	HIPAA Policy
☐	Contacts	☐	Human Resources & Payroll Forms
☐	Company Credit Card Usage & Receipt Policy	☐	Jury Duty Policy
☐	Company Holidays and Pay Practices	☐	Open Door, Employment Relationship and Reporting Policy
☐	Corp Managers, Directors, Regional Office Managers Tires	☐	Paid Time Off Policy
☐	Corrective Action Notice	☐	Performance Management
☐	Discount Tire Benefits	☐	Personal Appearance Policy
☐	Employee Assistance Program (EAP)	☐	Relocation Policy
☐	Employee Discounts	☐	Security Awareness and Acceptable Use Policy
☐	Employee Performance Improvement Plan Form	☐	Termination Reasons and Final Paychecks
☐	Employee Purchases (Tires and Wheels)	☐	The DREAM
☐	Employment Forms	☐	Travel and Entertainment (T&E) Policy
☐	FMLA Employee Rights and Responsibilities Notice	☐	Trip Reduction Program
☐	Funeral Leave Policy	☐	Tuition Assistance Program

System	Training & Information
☐ Concur	Concur Corporate Travel & Expensing Information
☐ DTU Learning Management System (LMS)	DTU General Quick Reference Guide Guided Tour for Managers Training Online Course
☐ CA PPM Tool	CA PPM Time Approval QRG CA PPM Resource Page
☐ Kronos Manager	Kronos Timekeeper 8.0 QRG for Corporate Managers Kronos Timekeeper Policies
☐ LEAD – My4DX Portal	Applying LEAD and Information
☐ IT Service Portal	ServiceNow: Employee Services – Status Change Guide ServiceNow Approval Quick Reference ServiceNow Online Course
☐ Corporate Records... see desktop shortcut 	Corporate Records End User/Power User/Email Reference Guide
☐ Workday	Workday – Onboarding & Manager Self Service
☐ Automated Invoice Approvals	Automated Invoice Approval Process Reference Guide Automated Invoice Approval Process FAQs