

Coach Onboarding Checklist

RETURNING COACHES

- Appointment letter signed and returned.
- Login to [My GVSU](#) and then [Workday](#) using GVSU email and password. [Contact IT](#) if you need help with password reset. Contact Anna if you need your email or G#.
 - Personal information updated in Workday if needed
 - Direct deposit and tax information updated in Workday if needed
- All Coaches Section Completed

AFTER APPOINTMENT LETTER HAS BEEN PROCESSED

- Staff ID obtained at [Student Services](#) (**required** for entrance to facilities for ALL Coaches)
- [Parking Pass obtained](#)

NEW COACHES

- Received GVSU Network Login Information from Anna
 - Use credentials to Login to [My GVSU](#) and then [Workday](#)
- Complete Workday HR Tasks
 - Sign Appointment Letter
 - Enter Personal Information
 - Complete in Workday I9, tax forms, w2
- [Visit GVSU HR](#) in person to complete I9 Data. Mon-Fri 8a-5p
 - Contact Anna if an after hours or downtown visit is needed
 - Email Anna for a temporary parking pass
 - Take in ORIGINALS of Drivers License and Birth Certificate OR passport
 - Staff ID obtained at [Student Services](#) (**required** for entrance to facilities for ALL Coaches)

AFTER In-Person Verification has been completed

- Access your GVSU Email (Email, banner, etc...)
- Set Up Direct Deposit in Workday
- [Parking Pass obtained](#)

ALL COACHES

Training & Certifications

- Following items are up-to-date and on file with Club Sports
 - Adult CPR, First Aid, & AED certification valid (every two years). We can provide training if needed
 - Concussion training valid (every 5 years). [Heads up](#) or other certification accepted
 - [Title IX/Cleary Act training](#) complete (every year)

_____ Coach Printed Name Date_____

_____ Coach Signature

_____ Club Sports Signature