[ ]  PA Form Rec’d
[ ]  Application
[ ]  Resume
[ ]  Transcripts

[ ]  Write offer/appointment letter

[ ]  Submit CORI

 [ ]  Results Rec’d

[ ]  Physical Scheduled – executed by potential candidate

 [ ]  Results Rec’d
[ ]  Physical Form on file

[ ]  Ethics Training Link Sent
[ ]  Certificate Rec’d

[ ]  Notify IT Last Name, First Name, Department & cleared for accounts

[ ]  Give Data Entry and Benefit Add Form to PR

[ ]  Tufts Enrollment
Date effective:
Plan Type:
Deduction Amt:

[ ]  Delta Enrollment
Date effective:
Plan Type:
Deduction Amt:

[ ]  Send FSA to CPA
Add name to FSA spreadsheet:
Issue FSA SPD:

[ ]  Boston Mutual Enrollment Mailed
Issue B.M. SPD:

[ ]  Norfolk County Registration Mailed
Mail SSA-1945 to N.C.:

[ ]  Fax OBRA

[ ]  I-9 Complete & added to active book

[ ]  Personnel file completed & filed