CAO Onboarding Checklist

	Area	Action
	General Onboarding	
		Review General Onboarding Checklist with EAD
		Space Tour with EAD/SEAD
	Systems Access Requests	AggieBudget
		KFS/Kuali
		UC Path
		Cognos
		CAYUSE
		Decision Support
		Lawson
		PeopleAdmin
		Ecotime
		AggieService
		AggieEnterprise
		APHID
	Meetings to Schedule	
		Executive Assistant Dean, SOM – recurring
		Mentor - recurring
		Assistant Dean, Academic Personnel
		Assistant Dean, Office of Research
		Assistant Dean, Medical Education
		Senior Assistant Dean, Strategic Initiatives
		Medical Group Director of Operations
		COO, Ambulatory Care
		Chair of the Council of Managers
	Onboarding Site Modules to Review	
		Academic Human Resources
		Budget and Finance
		Clinic Administration/Patient Care
		Contracts/Grants
		Facilities
		Medical Education/Students
		Staff Human Resources/Payroll Services
	Compliance Training	
		UC Sexual Violence and Sexual Harassment Prevention Training
		UC General Compliance Briefing
		UC Cyber Security Awareness Training
		UCDH Mandatory Annual Training
		UCDH Privacy and Security Training
		UCDH Workplace Violence Prevention in Healthcare