

New Employee Orientation Checklist

INSTRUCTIONS This form is intended as a guide for HR Liaisons to document a new employee's orientation at Texas A&M University, and may be filed in the employee's official personnel file. More information on employee orientations is available on the website at <http://employees.tamu.edu/managers/liaisonResources/OrientationToolkit/> online.

Special Notes: 1) Follow Texas A&M hiring procedures to fill vacant positions; 2) Coordinate with the exiting department for transfer employees; and 3) As of October 1, 2007 Texas A&M no longer requires a probationary period.

Employee Name		Start Date
UIN	Title	Supervisor

Payroll and Benefits

- *Payroll Services' New Hire Packet Checklist or Rehire Checklist for payroll processing
- *SSO / UIN Manager
- *iBenefits
- Discuss SGIP eligibility for benefits (90-day wait)
- New Employee Benefit Enrollment booklet

Required Notices and Training

- *Single Sign On / HRConnect access
- *New Employee Notices and Acknowledgment
- *Required online trainings
 - Ethics
 - Creating a Discrimination-Free Workplace
 - Information Security Awareness Training
 - Reporting Fraud, Waste and Abuse
 - Orientation to the A&M System

Information Systems

- Departmental network and email account
- Departmental webpage and intranet
- Texas A&M and Texas A&M Rules web pages
- Texas A&M Email

Time and Leave Information

- State Employment longevity verification
- First paycheck date and pay schedules
- Timesheet procedures
- LeaveTraQ system

Identification and Authorization

- Faculty/Staff Identification Card
- Parking Allocation and Payroll Deduction
- Bank of America Corporate Card
- FAMIS user request form
- SIMS/Compass user request form
- BPP user request form
- Other: _____

Office Environment

- Keys and office security procedures
- Telephone and mail service procedures
- Business cards, nametags, nameplates
- Office equipment and supplies
- Office / campus tours
- Fire drill and evacuation plans
- Office culture, reward systems, annual events
- Organizational chart
- Personnel file setup / transfer

- Other _____

Supervisory

- Employee introductions
- Position Description signed and filed
- Annual Performance Development (evaluation)
- Work / lunch hours, flex time and overtime
- Conduct and appearance expectations
- Request for leave procedures
- Travel opportunities
- Schedule training for job duties as necessary
- Development and committee opportunities
- Positive Performance Management (PPM)

- Other _____

- Other _____

Supervisory section completed by:

Print Name / Date

**REQUIRED processes, procedures or forms*

PRINT NAME of HR Liaison

Date

SIGNATURE of HR Liaison

<p>FILE FORM: Employee's Personnel File</p>	<p>NEED HELP? Human Resources Phone (979) 845-4141 benefits@tamu.edu</p>
--	---