



HR Liaison Onboarding Checklist

INSTRUCTIONS: This form is intended as a guide for HR Liaisons to document a new employee's orientation at Texas A&M Health and may be filed in the employee's official personnel file.

Employee Name	Title
Start Date	UIN
Department	Supervisor

PAYROLL:

- ☐ Create UIN
- ☐ I-9 (On or before employee's 1st day)
- ☐ Process One-Time Payment for Moving Expenses in Workday
- ☐ Drop Copy of Employee's SS Card in Payroll LF Folder

OFFICE ENVIRONMENT AND ACCESS:

- ☐ [Photo ID/Key Access Badge](#)
- ☐ [Claim NetID](#)
- ☐ [Computer Access](#)
- ☐ [Parking Permit](#)
- ☐ Desk Keys, Phone, Voicemail
- ☐ Update Contact Info in HSC-ID

WORKDAY AND TRAINTRAQ:

- ☐ [Required Employee Training](#)
- ☐ [Sign Employee up for Onboarding with TAMU H.R.](#)
- ☐ Training Needs Assessment Form – Assign in TrainTraQ
- ☐ Confirm information is correct in Workday
- ☐ Create Supervisory Organization in Workday (if applicable)
- ☐ Train new employee on use of systems in Workday

HUMAN RESOURCES:

- ☐ Submit Personnel File in Laserfiche Forms

Required Staff Employee Forms:

- ☐ [Data Use and Confidentiality Agreement Form](#)
- ☐ [Intellectual Property Acknowledgement](#)
- ☐ Resume
- ☐ [ORP Acknowledgement Form](#) (if applicable)
- ☐ Prior ORP Form (if applicable)
- ☐ Conflict of Interest Form (if applicable)
- ☐ [Previous State Employment Verification](#) (if applicable)
- ☐ [Selective Service Form](#) and Proof (if applicable)

Required Student Employee Forms:

- ☐ Job Posted at Job for Aggies
- ☐ [Data Use and Confidentiality Agreement Form](#)
- ☐ [Intellectual Property Acknowledgement](#)
- ☐ [Selective Service Form and Proof](#) (if applicable)
- ☐ Resume
- ☐ Course Schedule
- ☐ [Background Authorization Disclosure Form](#)
- ☐ [Student Employee Orientation](#) Certificate
- ☐ [Degree Verification](#) (if applicable)

HR Liaison Name	Date
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