WELCOME TO
AGGIELAND

New Student Employee Onboarding

Contents

Human Resources & Organizational Effectiveness - employees.tamu.edu – last updated January 2025

How to Contact HROE: Customer Support Hubs

Our HROE Customer Support Hubs provide on-site, front-end support for HR operations at the unit level and serve as readily available resources to assist employees. Hubs are led by a director and staffed with HR generalists and managers.

Please visit https://employees.tamu.edu/hubs/index.html to identify the HR Professional who serves your unit or department or follow the QR Code.

Required Trainings for Texas A&M University Employees

In accordance with Texas A&M System Regulation 33.05.02, all Texas A&M employees are required to take the courses listed below. Employees may also be required by their department heads and supervisors to complete training based on their job duties.

Unless otherwise noted, required courses can be taken online using TrainTraq, which is accessed through the Single Sign On system.

Required training must be completed at your workstation during your normal working hours unless prior arrangements have been made with your supervisor or Department Head.

Course	New Student Employees
Orientation to the A&M System	
Information Security Awareness	Within 30 days of hire
Creating a Discrimination-Free Workplace	
Ethics & Fraud	

Required Employee Notices and Important Reminders

Employees should be aware of federal and state laws, University Rules and Standard Administrative Procedures, and The Texas A&M University System Policies & Regulations that affect them in the workplace. Employees should reference these important required notices on a regular basis. Please visit this website for additional information. If you have questions, please speak with your supervisor or the indicated responsible office or agency, or email HR-feedback@tamu.edu.

Student Worker Early Registration

Registration Information for Texas A&M University Student Employees*

Students who work on or off campus a minimum of twelve (12) hours per week, Monday - Friday, between 8 a.m. and 5 p.m., are eligible to request a registration time for their classes earlier than the general student population so they can schedule their classes around their work schedules. Volunteer work is not eligible. * Not applicable for Galveston & Qatar.

Registration Schedule for Student Employees

Eligible students allowed to preregister as student employees will be assigned registration times on the last day of preregistration for the classification immediately preceding theirs. (For example, Junior student employees will be assigned a registration time on the last day of preregistration for Seniors.)

Qualifying for Student Worker Early Registration

In order to qualify for early preregistration, student employees must meet the criteria AND submit the completed Texas A&M University Student Employment Verification form by the submission deadline. Students must ensure their supervisors have completed their portion of the form on or before the deadline as well.

Please visit https://aggie.tamu.edu/registration-and-records/classes/student-worker-early-registration for more information.

Student Counseling Resources

University Health Services empowers Texas A&M students through integrated care that supports their physical and mental health. As part of Texas A&M Health—the university's comprehensive health science center—our clinicians provide the highest level of care in medicine, counseling, psychology and emergency medical services that fosters students' academic, personal and professional success..

To learn more, please visit https://uhs.tamu.edu/index.html

Help Line

HelpLine is the after-hours mental health service for Texas A&M University founded in January of 1995 and is supervised by Counseling & Psychological Services (CAPS) at Texas A&M University. Available from 4 p.m. to 8 a.m. on weekdays and 24 hours a day on weekends when classes are in session, HelpLine provides peer support, information, crisis intervention, and referrals to students, as well as those concerned about students. The HelpLine has extensive information about a wide variety of topics and can provide you with referral information about services and programs at CAPS, other Texas A&M departments, and community agencies.

To learn more, please visit https://uhs.tamu.edu/mental-health/helpline/index.html

Requirements for Reporting Arrests, Charges or Convictions

In accordance with *University Rule 33.99.14.M1 Criminal History Record Information – Employees and Candidates for Employment*, all active student employees must inform **Employee Relations** or their supervisor within 24 hours of any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine that occur after the approval of this rule. If circumstances prevent this, as soon as the situation allows notification the student employee must provide both explanation for the delay as well as notification of the criminal arrest or charge or criminal conviction to either the **Employee Relations** or their supervisor.

Graduate Student Employment

Graduate students employed in a graduate assistantship who work at least 20 hours per work for 4.5 months or longer are eligible for benefits through their employment. Information can be found below about your benefits and resources offered to you as a Graduate Assistant with Texas A&M.

Health insurance benefits are elected through Workday via **Single Sign On (SSO)** during the onboarding process. **Employees must enroll in or decline coverage within 31 days of hire** or they will be placed in our default health plan (A&M Care Plan for staff/faculty; grad health plan for graduate assistants) on the employer contribution eligibility date.

New employees have a 60-day waiting period before becoming eligible for employer contribution toward the insurance premiums, but may begin coverage on the following dates:

1. Hire date

2. First of the month after hire
3. Employer contribution eligibility date

As a new employee you may elect to begin coverage prior to the employer contribution eligibility date and will pay the full cost for the insurance plan(s) until you have met the 60-day waiting period.

For more information, please visit https://employees.tamu.edu/benefits/grad-benefits.html

New Employee Onboarding

Onboarding procedures are an important step in completing your hire to ensure a smooth start and timely receipt of your first paycheck. Within the first few days of your hire, you will receive several tasks to complete in your Workday inbox. Some tasks may appear as a *"To Do"* item
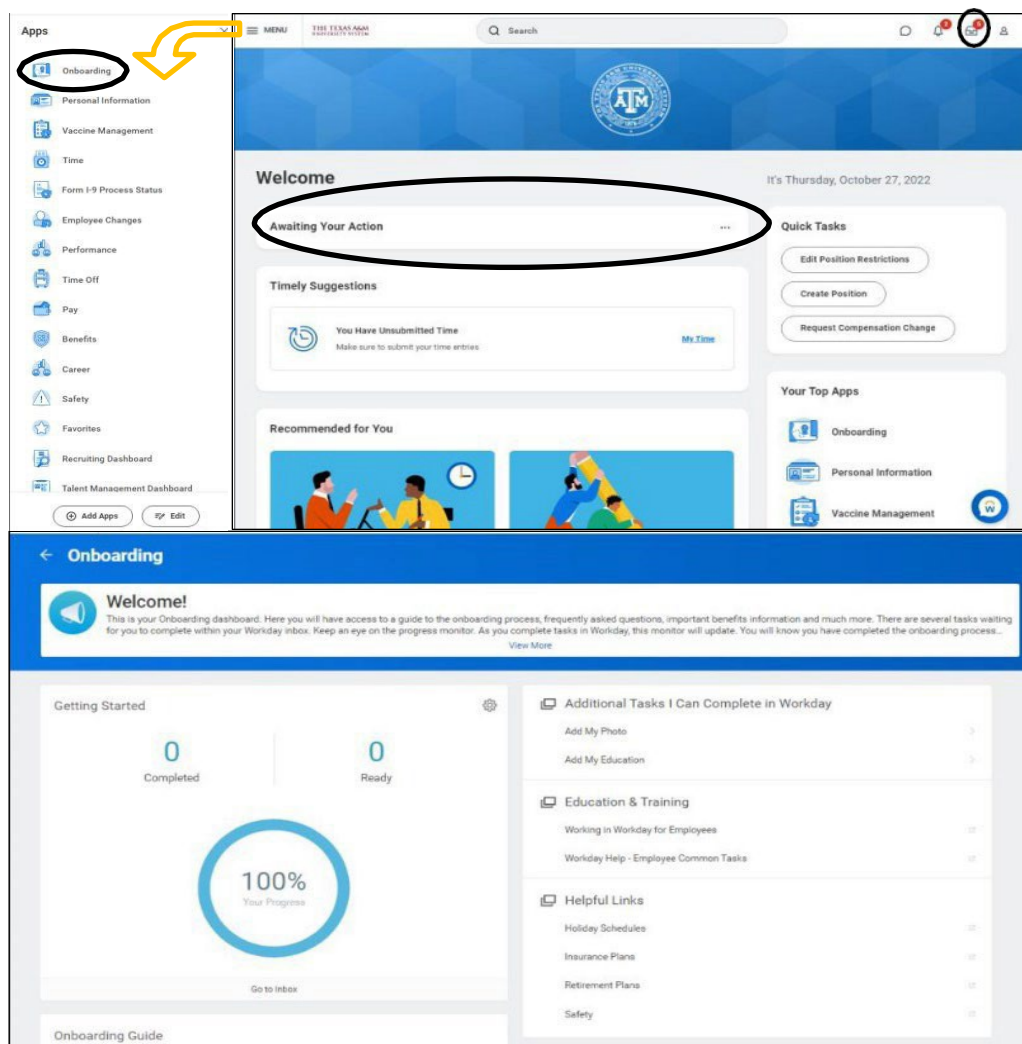
that must be completed outside of Workday. Please be sure to read the instructions carefully and submit the task only after the *"To Do"* has been completed.

On the following pages you will find a list of onboarding steps that you may receive in Workday. If at any time you have questions or need assistance with a task, please do not hesitate to contact your HR professional.

The Onboarding Dashboard Worklet

This worklet gives employees access to monitor their onboarding status and displays overall completion percentage. Additionally, the employee can access many tools and resources from the dashboard.

The Onboarding Dashboard Worklet can be added at any time by any active worker in Workday. The onboarding worklet will not be automatically added to the Workday homepage, click on the gear icon to add, and remove various worklets.

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Onboarding Tasks

Group 1	Group 2	Group 3	Group 4 (Only Benefits Eligible Positions)
• Personal Information • Contact Information • Change Emergency Contacts • Additional Data – Privacy Flag • Additional Data – State Veteran's Preference • Additional Data – TRS Question • Additional Data – Insurance & Retirement Benefits Onboarding Questions • Additional Data – Direct Deposit Declaration (Y/N Question – will you be transferring funds to a foreign bank account.	• Edit Government ID (SSN) • Complete Federal Withholding Elections • Complete State and Local Withholding Elections • Manage Payment Election (First, set up accounts for direct deposit (up to 5), then manage payment elections to establish how you want your funds transferred.) • Change Self-Identification of Disability • Change Veteran Status Identification	• Review Required New Employee Notices • Edit Passports and Visa • Complete W-4 in GLACIER and Submit to Payroll (non-US citizens only)	• Change Benefits for Life Event

Keys to a Successful New Employee Onboarding

- Onboarding **must be completed using only the tasks** available in the new employee's **Workday inbox**.
- These inbox tasks will include an opportunity to update personal and contact information. Please **do not initiate** these changes **outside of the onboarding process** to avoid errors.
- A *"To Do"* task provides instructions to **go do** something (in or outside of Workday); once complete, **submit** the To Do task to move forward.
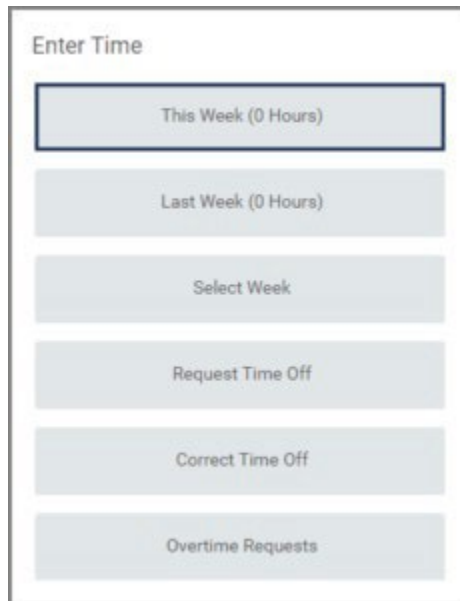
Additional resources can be found on the **Employees and Workday** website. Here you can obtain further guidance on the onboarding process in Workday, learn more about the Onboarding Dashboard, get instructions on how to complete the Federal Tax Election Form W-4, learn how to manage payment elections (direct deposit), and find resources and information on other common tasks.

For more information, please visit https://employees.tamu.edu/workday/employees.html
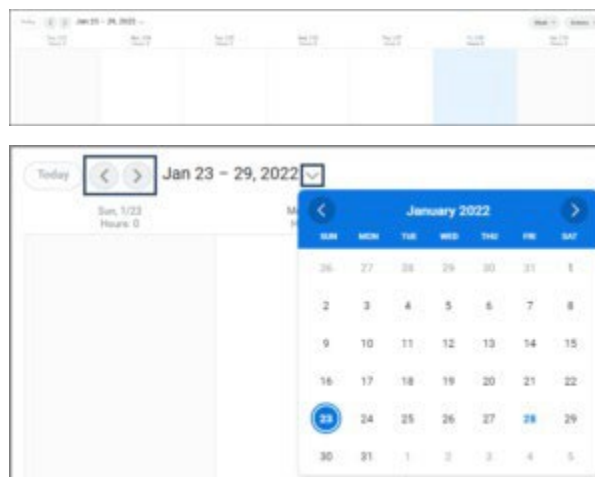
Entering Time in Workday

Time entry policies vary by member. Please note that some members will enter time with the number of hours worked and others will enter time with the exact times worked.

1. Select the **Time** application.

2. Select **This Week** under Enter Time.

3. The **Time Calendar** will display, showing any pay dates for that week and the hours already entered (if any). You may navigate to a different week by selecting the previous or next arrows or by choosing a date from the drop down calendar.

4. Select the date in which you need to enter time worked. The **Enter Time** window will appear.

- Select the appropriate **Time Type**. This may be filled in by default.

- If applicable, select the appropriate **Time Entry Code**.

- Enter the number of **Hours** worked for that date.

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Note: Some members will need to enter exact times rather than the number of hours worked each day.

5. Select **OK**. The time will now appear on the calendar as *Not Submitted*. Talk with your manager about how often you are to submit the time entered. Each time you submit time entered, your Manager will receive a notification.

Note: You can also select **Actions** at the top of the page to view a drop-down list of options. From there, you can select various actions pertaining to time entry.

6. When you have populated all your entries for the week, select the **Review** button on the Summary sidebar.

7. The **Submit Time** summary page will display. Review the time entered.

8. Enter any comments, as needed.

9. Select **Submit**.

The request will be routed to your Manager for approval.

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When Will I be Paid?

Pay Dates, Pay Schedules, and Calendars

https://employees.tamu.edu/payroll/calendars.html

Pay Dates

Listing of Current Fiscal Year Biweekly & Monthly Pay Dates

Pay Schedules

Biweekly Pay Schedules list each individual pay period from & thru dates, the different dates retro (prior period) and current timesheets are due, and actual pay dates.

Monthly Pay Schedules list the number of working days each month and actual pay date.

Perks, Discounts, and Services for Texas A&M Employees

The PerksConnect employee discount program is a lifestyle product and service discount savings program enabling employees and retirees to find great deals on items and services you need and use every day. PerksConnect users receive discounts on everything from local restaurants, movie theater tickets, vacations, online retail purchases, and insurance and benefits products.

Voluntary Benefits and Group Discounts

PerksConnect also offers voluntary benefit plans and group discounts on items such as:

- Medical, dental and vision for dependents who traditionally do not qualify for participation in the group plans offered by The Texas A&M System. Coverage options also include life and accident coverage.
- Nationwide pet insurance.
- Legal Shield legal services.
- Identity theft prevention services.
- Home and auto insurance.
- Individual insurance plans.

These voluntary benefit plans are individual plans offered by reputable organizations and made available to University faculty and staff at a discounted rate.

For more information, please visit https://livingwell.tamu.edu/perksconnect/

Student Assistance Services

Student Assistance Services is a part of Student Life that seeks to connect Texas A&M University students with the appropriate guidance, resources, and support to address a variety of personal and academic matters. SAS can be a beginning point of contact for information or questions about a variety of topics.

Some common issues that Student Assistance Services provides support for are: referrals and resource connections; concerning behavior follow-up; student welfare checks; student absence notifications; Silver Taps and student death; transition issues; and more.

Faculty, staff, and students are encouraged to contact Student Assistance Services if they have questions, for additional information, or for general consultation. SAS is located on the second floor of the Student Services Building and can be reached by telephone at 979.845.3113.

For more information, please visit: https://studentlife.tamu.edu/sas/

Additional Resources

- Tell Somebody - Oftentimes after a tragedy, people come forward with information and observations that, in retrospect, may have signaled a larger issue. This information when viewed collectively may be helpful in preventing tragic events and initiating assistance to an individual. Texas A&M University is committed to a proactive approach and needs your help. Lean more at https://tellsomebody.tamu.edu/
- Step In. Stand Up. At Texas A&M University, we stand together against sexual and dating violence, and sexual harassment. Our core values guide us in all we do, and that includes ensuring our campus is safe for everyone. It's up to us to do what Aggies do: Serve. Learn more at: https://stepinstandup.tamu.edu/

Employment Grievances

Employees have the right to present complaints concerning their wages, hours of work, or conditions of work. This applies to complaints by nonfaculty employees of the System and its components, including agency employees with faculty titles who are not in tenure-track positions. This process does not apply to temporary and wage employees

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except when related to federal discrimination issues. Employees who have been subject to a reduction in force are governed by System Regulation 33.99.15: Reduction in Force for Nonfaculty Employees and Standard Administrative Procedure 33.99.15.M0.01: Reduction in Force for Nonfaculty Employees.

Procedures related to discrimination, sexual harassment, or related retaliation allegations are initiated by filing a complaint with the appropriate Official Contact of Texas A&M University in accordance with Section 1.1 of University Rule 08.01.01.M1: Civil Rights Compliance.

For more information, please visit https://employees.tamu.edu/employee-relations/complaint.html

12TH MAN CAMPUS EMERGENCY INFORMATION

EMERGENCY PHONE NUMBERS

POLICE/FIRE/MEDICAL EMERGENCY:

DIAL 911 EMERGENCY

UNIVERSITY POLICE NON-EMERGENCY:
(979) 845-2345

POISON CONTROL:
1-800-222-1222

REPORTING

REPORT CONCERNING BEHAVIOR AT
tellsomebody.tamu.edu

emergency.tamu.edu

CAMPUS EMERGENCY

LISTEN to TV, radio, website, emergency e-mail, and Code Maroon message.
EDUCATE others when you know information. Pass it on.
ACT according to information and directions you have received.
DIAL 911 for fire, medical or police emergencies as needed.
SEEK help and/or shelter.

WHEN DIALING 911:
- Stay calm.
- Tell dispatcher your location.
- Answer the questions.
- Don't hang up until told.
- Follow all directions given.

MEDICAL EMERGENCY

Medical emergency → **DIAL 911 EMERGENCY** → If trained, begin first aid or follow dispatcher's directions. → Have another person meet police and EMS at designated area.

FIRE ALARM OR ACTUAL FIRE

Fire in building → Pull fire alarm and evacuate area.

Fire alarm – or – strobes → Evacuate area.

HAVE AN EXIT STRATEGY
Use nearest exit – or – alternate safe route.
Do NOT use elevators.

Individuals needing assistance during an evacuation should call 911.
DIAL 911 EMERGENCY

Stay a safe distance away from the building.
Do NOT return until building is cleared by the fire department.

NATURAL DISASTER/INCLEMENT WEATHER

Natural disaster – or – inclement weather (examples: tornado, ice storm, hurricane)

WARNING: Severe weather sighted in the area
WATCH: Conditions favorable for development of severe weather

SEEK APPROPRIATE SHELTER: Areas such as small interior rooms, interior hallways or basements

- Stay away from windows.
- Avoid large rooms.
- Do NOT use elevators.
- Monitor news and weather.

ACTIVE SHOOTER/ARMED SUBJECT

RUN WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY.
- Attempt to evacuate.
- Leave your belongings behind.
- Help others escape, if possible.
- Call 911 when you are safe.

HIDE IF EVACUATION IS NOT POSSIBLE FIND A PLACE TO HIDE.
- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

FIGHT AS A LAST RESORT AND ONLY IF YOUR LIFE IS IN DANGER.
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

WHERE TO FIND INFORMATION DURING AN EMERGENCY

LOCAL TELEVISION AND RADIO	OFFICIAL TEXAS A&M UNIVERSITY E-MAIL
CODE MAROON: Check cell phones for Code Maroon text messages. Sign up at codemaroon.tamu.edu.	**EMERGENCY WEBSITE:** Check emergency.tamu.edu for additional emergency information.

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Download a copy at http://studentaffairs.tamu.edu/emergency/.
Full procedures are at http://www.tamu.edu/emergency/procedures/.