



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 the New Employee Onboarding Processes is available at <http://employees.tamu.edu/employees/onboarding>.

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' EPA Document Checklist or Programs & Elective Deductions Checklist for Returning Faculty and Staff 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

- ☐ Other _____

- ☐ Other _____

Supervisory section completed by: _____

Print Name / Date _____

**REQUIRED processes, procedures or forms*

PRINT NAME of HR Liaison

Date

SIGNATURE of HR Liaison

FILE FORM:
Employee's Personnel File

NEED HELP?
Human Resources
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