



Department of Human Resources and Payroll Services

Before your hire date:

Have You...	
<input type="checkbox"/>	Returned signed letter of offer (if applicable) to your department
<input type="checkbox"/>	Reviewed Benefits information for University and State-sponsored benefits and retirement plans
<input type="checkbox"/>	Confirmed that your department has registered you for the New Employee Orientation session
<input type="checkbox"/>	If you are a new faculty member, confirmed the dates for the New Faculty Orientation with the Provost Office
<input type="checkbox"/>	Completed all of the forms in your new hire packet: http://hr.tsu.edu/forms-tools/

Within the first two weeks

	Have You	Information
<input type="checkbox"/>	Attended New Employee Orientation	Follow up with your manager and/or HR (713-313-7225) to confirm that you are enrolled.
<input type="checkbox"/>	Completed the required online training?	<ul style="list-style-type: none"> • Title IX/ Sexual Harassment (complete online if hired between June – August) • Ethics (complete online if hired between June – August) • Fraud Prevention (complete online if hired between June – August) • Diversity • Customer Service
<input type="checkbox"/>	Obtained your Tiger Card	Required document(s): PA Form/ T Number/ Offer Letter Visit: Student Center (2 nd floor) room 232
<input type="checkbox"/>	Obtained keys/ building access	Usually coordinated by home department
<input type="checkbox"/>	Obtained your TSU email account	Link to form: http://hr.tsu.edu/wp-content/uploads/2013/03/network_email_account_request.pdf (bring completed form and employee ID card) Visit: Hannah Hall room 320
<input type="checkbox"/>	Access MyTSUWeb	https://banner.tsu.edu:7777/pls/orasso/twbkwbis.P_GenMenu?name=homepage
<input type="checkbox"/>	Obtain Banner Access (if applicable)	http://hr.tsu.edu/wp-content/uploads/2013/03/banner_unix_account_request.pdf Contact: Office of Information Technology (OIT) - Hannah Hall 320
<input type="checkbox"/>	Obtain a parking permit	<ul style="list-style-type: none"> • Visit MyTSUWeb > log in> click on Parking Permits. • Once application is complete, print and return to the West Parking Garage (located at the intersection of Ennis street and Blodgett street) room A107
<input type="checkbox"/>	Complete direct deposit information	http://hr.tsu.edu/wp-content/uploads/2013/03/direct_deposit_authorization.pdf Visit: Payroll Office - Hannah Hall room 135

<input type="checkbox"/>	Sign up for MIR 3 (TSU campus alerts)	http://hr.tsu.edu/wp-content/uploads/2013/03/Mir3-Registration-and-Flier.pdf
<input type="checkbox"/>	Review University Policy and Procedures	http://www.tsu.edu/mapp/

Things to Know Within your First Month

About your job	About your work environment
<input type="checkbox"/> How the department is organized	<input type="checkbox"/> Your colleagues and their job functions
<input type="checkbox"/> Your department's goals and mission	<input type="checkbox"/> Your assigned work area and the office furniture and supplies you will be issued
<input type="checkbox"/> The specific functions of your section/unit	<input type="checkbox"/> Who to call for service or assistance
<input type="checkbox"/> Who you report to	<input type="checkbox"/> The dress code for your area or unit
<input type="checkbox"/> Your duties and responsibilities	<input type="checkbox"/> The rules regarding food in your area
<input type="checkbox"/> Your specific work week and scheduled work hours	<input type="checkbox"/> The proper operation and care of computers and office equipment
<input type="checkbox"/> How you will be trained and by whom	<input type="checkbox"/> How to use the phone systems and e-mail
<input type="checkbox"/> The performance standards for your position	<input type="checkbox"/> How to access the internet for TSU information and services
<input type="checkbox"/> If you are classified staff, what are the dates of your probation period	<input type="checkbox"/> Where the restrooms, fire exits and break room are located
<input type="checkbox"/> How performance planning and evaluation is managed, by whom, and how often	<input type="checkbox"/> How to obtain/order office supplies or other tools or resources
<input type="checkbox"/> Your supervisor's expectations regarding attendance and tardiness	
<input type="checkbox"/> The procedure for requesting time off	
<input type="checkbox"/> The procedure for reporting absences	
<input type="checkbox"/> When staff meetings are held	
<input type="checkbox"/> Career development opportunities available to you	
About your pay	About your rights and responsibilities
<input type="checkbox"/> Your rate of pay	<input type="checkbox"/> The safety requirements of the job
<input type="checkbox"/> Of overtime is ever required and how it is managed	<input type="checkbox"/> What formal training courses are required
<input type="checkbox"/> The time recording procedure (and deadlines) for your area	<input type="checkbox"/> How to access information on the university policies and procedures that govern your employment
<input type="checkbox"/> TSU paydays	<input type="checkbox"/> The benefits, services, discounts and resources available to you and your family
<input type="checkbox"/> When your lunch period is and if it's flexible	<input type="checkbox"/> Rules for use of University resources
<input type="checkbox"/> If breaks are permitted, and if so, how many	<input type="checkbox"/> The appropriate use of confidential information
<input type="checkbox"/> Your accrual rate for sick days	<input type="checkbox"/> The University's policies of sexual harassment, drugs or firearms in the workplace, e-mail use, and other safety and security policies

- Your accrual rate for vacation days
- The University holiday schedule including winter closure in December
- The University paid and unpaid leave policies <http://www.tsu.edu/mapp/pdf/human-resources/020304-leave-of-absence-001.pdf>
- How jury duty, voting, bereavement, and military paid leaves are administered
- What to do if you are injured or suffer a work-related illness on the job (Contact Risk Management ext. 6859/ patrongmw@tsu.edu)
- What to do if you are requesting a work accommodation due to health reasons. (Contact HR at ext. 7521 David_KL@tsu.edu)
- Campus resources available to you if you are experiencing problems at work
- The University's progressive discipline processes <http://www.tsu.edu/mapp/pdf/human-resources/020501-complnt-grvnce-001.pdf>