



New Employee Checklist

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 Employment 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): 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 Contact: The Office of Human Resources –ext. 7521
<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 • Contact Geneva Garcia ext. 4432

<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

- If breaks are permitted, and if so, how many
- Your accrual rate for sick days
- 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
- The appropriate use of confidential information
- The University's policies of sexual harassment, drugs or firearms in the workplace, e-mail use, and other safety and security policies
- 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>

New Employee Frequently Asked Questions

When will I be paid?

Most new employees will receive their first check on the first working day of the following month from your date of hire. Staff that are paid semi-monthly will receive their check on 1st and 15th day of every month.

Where do I pick up my first check?

Paychecks for employees who do not sign up for direct deposit will be available for pick-up in the Bursar's Office. It could take up to two pay periods for employees who sign up for direct deposit to receive their paycheck through direct deposit. After signing up for direct deposit, employees should always verify the available balance in their bank accounts before making any payments. Once your direct deposit is active, you will no longer receive a paper pay check stub. You will instead receive an email notification which will direct you to view and print your paystub information.

I need to change my name and/or address? What do I do?

To change your name and or address, you need to fill out and submit the online Change of Address Forms. The form is located on Human Resources website under Important Forms.

What are the University holidays?

The holidays are Martin Luther King, Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Holiday and Winter Break.

When can I enroll for benefits?

Full-time and part-time employees are eligible to enroll in the benefits plan on the first of the month following your date of hire. **This is within the first 30 days of employment.**

When can I take vacation time?

Accrued vacation time may be used after six months of employment with your supervisor's approval. If you are a direct transfer from another State of Texas institution and agency within the preceding 12 months, your vacation time will begin upon your first day of employment.

How do I accrue sick leave?

Your sick leave begins accruing on the first day of employment.

How do I view my address, benefits, vacation, or other personnel information?

With your assigned user id and password, you can sign in to the Banner self-service portal 'MyTSUWeb' to view and access your personnel information.

When can I change my benefits plan?

You can change your benefits once each year during Open Enrollment, or when a qualifying event occurs. Open Enrollment usually occurs during the summer (Late June-July) with implementation effective September 1st. Examples of qualifying events include: the birth or adoption of a child, marriage, the death of a dependent or loss of benefits by a non-covered dependent. For more information regarding your benefits, feel free to contact the HR Benefits Specialist at ext. 7303.

How can I add my spouse/new baby to my benefits plan? How long before I can add them?

Contact the Department of Human Resources Benefits Specialist to complete the required documentation. You have 60 days from the date of birth or date of marriage to add them. After the 60 days have lapsed, you must then wait for Open Enrollment.

If I want to change doctors do I have to contact Human Resources?

No. You contact your health carrier directly to change your primary care physician.

