



## New Employee Checklist

### Before your hire date:

Have You...	
<input type="checkbox"/>	Returned signed offer letter to your department
<input type="checkbox"/>	Reviewed Benefits information for University and State-sponsored benefits and retirement plans: <a href="#">TSU Benefits</a>
<input type="checkbox"/>	Confirmed that you have received your confirmation for New Employee Orientation session
<input type="checkbox"/>	If you are a new faculty member, confirmed the dates for the New Faculty Orientation with the <a href="#">Provost Office</a>
<input type="checkbox"/>	Complete all of the forms in your new hire packet: <a href="#">Unified Talent</a>

### 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"> <li>Title IX/ Sexual Harassment (complete online if hired between June – August)</li> <li>Ethics (complete online if hired between June – August)</li> <li>Fraud Prevention (complete online if hired between June – August)</li> <li>Diversity</li> <li>Customer Service</li> </ul> <a href="#">Training and Career Development</a>
<input type="checkbox"/> Obtained your Tiger Card	<b>Required document(s): T Number/ Offer Letter</b> Visit: Student Center (2 <sup>nd</sup> 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: <a href="#">Network &amp; Email Account Application for Employees</a> (Form must be signed by supervisor; bring complete form and employee ID card) Visit: Hannah Hall room 320, Office of Information Technology
<input type="checkbox"/> Access MyTSUWeb	<a href="#">MyTSUWeb</a>  Contact: The Office of Human Resources – 713-313-7521
<input type="checkbox"/> Obtain Banner Access <i>(if applicable)</i>	Link to form: <a href="#">Banner &amp; Unix Account Application for Employees</a> (Form must be signed by supervisor; bring complete form and employee ID card) Visit: Hannah Hall room 320, Office of Information Technology
<input type="checkbox"/> Obtain a parking permit	<ul style="list-style-type: none"> <li>Visit <a href="#">MyTSUWeb</a> &gt; log in&gt; click on Parking Permits.</li> <li>Contact Parking Enforcement at 713-313-4434 or <a href="#">Parking Enforcement</a></li> </ul>

<input type="checkbox"/>	Complete direct deposit information	<a href="#">Direct Deposit Authorization</a> Contact: Office of Payroll at 713-313-4358 Visit: Payroll Office - Hannah Hall room 135
<input type="checkbox"/>	Sign up for Live Safe (TSU campus alerts)	<a href="#">TSU Live Safe</a>
<input type="checkbox"/>	Review University Policy and Procedures	<a href="#">University Policies</a>

## Things to Know Within your First Month

### About your job

- How the department is organized
- Your department's goals and mission
- The specific functions of your section/unit
- Who you report to
- Your duties and responsibilities
- Your specific work week and scheduled work hours
- How you will be trained and by whom
- The performance standards for your position
- If you are classified staff, what are the dates of your probation period
- How performance planning and evaluation is managed, by whom, and how often
- Your supervisor's expectations regarding attendance and tardiness
- The procedure for requesting time off
- The procedure for reporting absences
- When staff meetings are held
- Career development opportunities available to you

### About your work environment

- Your colleagues and their job functions
- Your assigned work area and the office furniture and supplies you will be issued
- Who to call for service or assistance
- The dress code for your area or unit
- The rules regarding food in your area
- The proper operation and care of computers and office equipment
- How to use the phone systems and e-mail
- How to access the internet for TSU information and services
- Where the restrooms, fire exits, and break room are located
- How to obtain/order office supplies or other tools or resources

### About your pay

- Your rate of pay
- If overtime is ever required and how it is managed
- The time recording procedure (and deadlines) for your area
- TSU paydays
- When your lunch period is and if it is flexible

### About your rights and responsibilities

- The safety requirements of the job
- Required formal training courses
- How to access information on the university policies and procedures that govern your employment
- The benefits, services, discounts and resources available to you and your family
- Rules for use of University resources

- If breaks are permitted, and if so, how many
- Your accrual rate for sick days  
[Leave & Holiday Information](#)
- Your accrual rate for vacation days  
[Leave & Holiday Information](#)
- The University holiday schedule including winter closure in December  
[Holiday Schedule](#)
- The University paid and unpaid leave policies  
[Leave of Absence Policy](#)
- How jury duty, voting, bereavement, and military paid leaves are administered  
[Leave of Absence Policy](#)
- The appropriate use of confidential information  
[Confidentiality Agreement](#)
- 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 at 713-313-6859/ [patrongmw@tsu.edu](mailto:patrongmw@tsu.edu))
- What to do if you are requesting a work accommodation due to health reasons. (Contact HR at 713-313-7521)
- Campus resources available to you if you are experiencing problems at work (Contact Employee Relations in the Office of Human Resources)
- The University's progressive discipline processes  
[http://www.tsu.edu/mapp/pdf/human-Complaint & Grievance Policy](http://www.tsu.edu/mapp/pdf/human-Complaint%20&%20Grievance%20Policy)

## 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 Office of Student Accounting located in basement of the E.O. Bell Building. 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 [Name and Address Change Form](#). Please submit the complete form to [HRRecords@tsu.edu](mailto:HRRecords@tsu.edu).

### **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 1<sup>st</sup>. 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 713-313-4246.

**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.

**How do I request a verification of employment?**

Submit the complete Records Request form to [HRRecords@tsu.edu](mailto:HRRecords@tsu.edu). Please allow a 1-3 business day turnaround. If you have any additional questions, please contact the Records Unit at 713-313-4253.