

NEW EMPLOYEE CHECKLIST – ABILENE

INSTRUCTIONS: *This checklist is designed to assist supervisors with the orientation of benefits-eligible staff employees but can also be used to orient faculty, residents and student assistants*

EMPLOYEE'S NAME: _____ TT ID#: _____
 DEPT/LOCATION: _____ POSITION: _____
 HIRE DATE: _____ WORK ADDRESS: _____
 SUPERVISOR'S NAME: _____ WORK PHONE #: _____

PRIOR to 1st DAY of Employment:

Prepare for Employee's Arrival:

- _____ Schedule employee to attend New Employee Orientation (NEO) beginning 1st day of employment with the HR Abilene office. If unable to attend NEO on first day of employment, schedule employee to attend next available NEO (*have employee bring this checklist*).
- _____ Provide employee with reporting instructions (NEO date/location/start time) and to bring ***required employment documentation** (see p. 3 of I-9 form located at <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf> for a list of acceptable documents)
- _____ Prepare employees work area (furniture, equipment, supplies, etc.)
- _____ Other departmental requirements (list):

Beginning the 1ST DAY of Employment (or following completion of NEO):

Departmental Orientation with Supervisor:

- | | |
|---|--|
| _____ Mission of TTUHSC/Center/Department | _____ Keys, ID & departmental security procedures |
| _____ Reporting structure | _____ Computer usage/guidelines/access/passwords |
| _____ Copy of Position Description (PD) for review | _____ Telephone procedures/training |
| _____ Job title, rate of pay and basic duties | _____ Tools, supplies & other work equipment
(copier, fax, cell phone, pager) |
| _____ Hours of work, meal/break periods | _____ Special accommodations (if needed) |
| _____ Vacation, sick leave, overtime | _____ Workplace safety: |
| _____ Attendance | _____ - Reporting of on the job injury |
| _____ Dress code | _____ - Emergency telephone numbers |
| _____ Time sheets/leave reporting/WTE | _____ - Location of fire exits, fire extinguishers |
| _____ Parking locations/requirements | |
| _____ Drug/Smoke Free Workplace (OP's 70.39/10.19) | |
- _____ Provide a tour of department/work area
- _____ If possible, assign a co-worker to assist with transition during the next few weeks
- _____ Other information covered (list): _____

EMPLOYEE'S NAME: _____

TT ID# _____

Within the First 3-DAYS of Employment (if not completed during NEO):

Employment Processing:

_____ ***Visit Human Resources (HR) to complete all required employment paperwork** to include benefits processing.
IMPORTANT: Failure to do so may result in employee missing important insurance eligibility and payroll deadlines.

Within the First 10-DAYS of Employment (if not completed during NEO):

- _____ ***Complete Level 1, Level 2 and job specific Safety Training:** <http://www.ttuhs.edu/Admin/safety/training.aspx>
- _____ ***Complete applicable WTE/WLR tutorial(s):** <http://www.ttuhs.edu/hr/HRsystemTools/>
- _____ **Request eRaider account:** <https://eraider.ttuhs.edu/signin.asp>
- _____ **Request other computer system access/user IDs as needed.**

Within the First 30-DAYS of Employment:

Conduct Feedback Session (TTUHSC OP 70.12 - Performance Management):

- _____ Review and discuss Position Description (PD) - (edit/update the PD if necessary)
- _____ Signatures (both supervisor and employee sign)
- _____ Copy of PD given to new employee; Copy of PD filed in employee's performance file. Note: Supervisor should then continue with the Performance Management process outlined in TTUHSC OP 70.12.
<http://www.ttuhs.edu/hsc/op/op70/op7012.pdf>

Complete Other Required Training (if not completed during NEO): Go to the Employee Tab on Web Portal at <https://webraider.ttuhs.edu> to access required courses. Log in using your eRaider name and password.

- _____ **Equal Employment Opportunity, Prevention of Sexual Harassment and Title IX Mandatory Training**
- _____ Questions? Contact Human Resources at 325-696-0458
- _____ FERPA Training Questions? Contact Tamara.Krauser@ttuhs.edu
- _____ Institutional Compliance Orientation Questions? Contact Compliance at 806-743-3949
- _____ Privacy & Security Training (HIPAA) Questions? Contact Compliance at 806-743-3949
- _____ Security Mentor Training Questions? Contact Information Technology at 806-743-1234
- _____ Conflict of Interest and Commitment Training & Disclosure Questions? Contact Compliance at 806-743-3949
- _____ Billing Compliance (This is for Providers who bill for patient care.) Contact Corlis Norman at 806-743-1634 or email Corlis.Norman@ttuhs.edu
- _____ Workplace Violence (Recommended for all Employees) at <http://www.depts.ttu.edu/ttpd/shotsfired.php>
- _____ OP 76.08 Violence and Workplace Threats <http://www.ttuhs.edu/hsc/op/op76/op7608.pdf>
- _____ Important Community Resource Numbers
- _____ Staff Performance Management Training (required for all staff members) Register online at <http://www.ttuhs.edu/hr/WED>
- _____ Current Customer Service Training *Note: Should be scheduled within 30-days and completed within 90 Days.* Register online at <http://www.ttuhs.edu/hr/Wed/>
- _____ Job/Department Specific Training (list): _____

ACKNOWLEDGEMENT: I acknowledge that all items contained in this checklist were completed unless otherwise noted.

Employee's Signature _____ Printed Name _____ Date _____

Supervisor's Signature _____ Printed Name _____ Date _____

Forward completed copy of this checklist to Joy Alsbrook, Human Resources, for placement in the employee's personnel file. The original is to be placed in the employee's performance file maintained by the supervisor. Questions? Call 325-696-0458