



# NEW EMPLOYEE CHECKLIST – LUBBOCK

(JULY 2017)

**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: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 SUPERVISOR'S NAME: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

**PRIOR to 1<sup>ST</sup> DAY of Employment:**

**PREPARE FOR EMPLOYEE'S ARRIVAL:**

- \_\_\_\_\_ Schedule employee to attend New Employee Orientation (NEO) beginning 1<sup>st</sup> day of employment (visit <http://www.ttuhscc.edu/hr/Wed/> for schedules). If unable to attend NEO on first day of employment, schedule employee to attend next available NEO. **Transfers from TTU must attend NEO.**
- \_\_\_\_\_ 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) **This includes transfers from TTU.**
- \_\_\_\_\_ Prepare employee's work area (furniture, equipment, supplies, etc.)
- \_\_\_\_\_ Other departmental requirements (list):  
 \_\_\_\_\_  
 \_\_\_\_\_

**Beginning the 1<sup>ST</sup> DAY of Employment (or immediately following completion of NEO):**

**DEPARTMENTAL ORIENTATION WITH SUPERVISOR:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>_____ Mission of TTUHSC/Center/Department</li> <li>_____ Reporting structure</li> <li>_____ Copy of Position Description (PD) for review</li> <li>_____ Job title, rate of pay and basic duties</li> <li>_____ Hours of work, meal/break periods...</li> <li>_____ Vacation, sick leave, overtime...</li> <li>_____ Attendance</li> <li>_____ Dress code</li> <li>_____ Time sheets/ web leave reporting</li> <li>_____ Parking locations/requirements</li> <li>_____ Drug/Smoke Free Workplace (OP's <a href="#">70.39/10.19</a>)</li> </ul> | <ul style="list-style-type: none"> <li>_____ Keys, ID &amp; departmental security procedures</li> <li>_____ Computer usage/guidelines/access/passwords</li> <li>_____ Telephone procedures/training</li> <li>_____ Tools, supplies &amp; other work equipment (copier, fax, cell phone, pager...)</li> <li>_____ Special accommodations (if needed)</li> <li>_____ Workplace safety:               <ul style="list-style-type: none"> <li>- Reporting of on the job injury</li> <li>- Emergency telephone numbers</li> <li>- Location of fire exits, fire extinguishers...</li> </ul> </li> </ul> |
|--|---|
- \_\_\_\_\_ 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 / BENEFIT 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.*
- \_\_\_\_\_ **Request key(s), employee ID(s), and parking pass (as applicable)**

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

- \_\_\_\_\_ **Complete Level 1, Level 2 and job specific Safety Training:** <http://www.ttuhsu.edu/Admin/safety/training.aspx>
- \_\_\_\_\_ **Complete applicable Web Time Entry (WTE) Web Leave Reporting (WLR) tutorial(s):**  
<http://www.ttuhsu.edu/hr/HRsystemTools/>
- \_\_\_\_\_ Request eRaider account: <https://eraider.ttuhsu.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):**

- \_\_\_\_\_ Complete and electronically sign Position Description (PD) - (edit/update the PD if necessary)

**COMPLETE OTHER REQUIRED TRAINING:** Go to the Employee Tab on Web Portal at <https://webraider.ttuhsu.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 Workforce Education at 806-743-6446
- \_\_\_\_\_ **FERPA Training Questions?** Contact [Tamara.Krauser@ttuhsu.edu](mailto:Tamara.Krauser@ttuhsu.edu)
- \_\_\_\_\_ **Institutional Compliance Orientation Questions?** Contact Compliance at 806-743-3949
- \_\_\_\_\_ **Privacy and Security Training (HIPAA) Questions?** Contact Compliance at 806-743-3949
- \_\_\_\_\_ **Conflict of Interest and Commitment Training & Disclosure** Questions? Contact Compliance @ 806-743-3949
- \_\_\_\_\_ **Billing Compliance (This is for Providers who bill for patient care.)**  
For Lubbock SOM: Contact Compliance at 806-743-3949,
- \_\_\_\_\_ **Workplace Violence (Recommended for all Employees)** at: <http://www.depts.ttu.edu/tpd/shotsfired.php>
- \_\_\_\_\_ **OP 76.08 Violence and Workplace Threats** <http://www.ttuhsu.edu/hsc/op/op76/op7608.pdf>
- \_\_\_\_\_ **Important Community Resource Numbers**
- \_\_\_\_\_ **Staff Performance Management Training** (required for all staff members) **Questions?** Contact Workforce Education at 806-743-6446
- \_\_\_\_\_ **Current Customer Service Training** Note: Should be scheduled within 30-days/ completed within 90 Days.  
Register online at <http://www.ttuhsu.edu/hr/Wed> or call Workforce Education & Development at 806-743-6446
- \_\_\_\_\_ **Employee Health:** Contact Nursing Services at 806-743-4005
- \_\_\_\_\_ **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 Anna Herring, Workforce Education & Development, STOP 8100 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 806-743-6446**

Rev. 7/26/2017