



NEW EMPLOYEE CHECKLIST – PERMIAN BASIN

(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: _____ 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 (*Go to <http://www.ttuhscc.edu/hr/Wed> for Permian Basin Schedules*). 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:

- | | |
|---|--|
| <ul style="list-style-type: none"> _____ Mission of TTUHSC/Center/Department _____ Reporting structure _____ Copy of Position Description (PD) for review _____ Job title, rate of pay and basic duties _____ Hours of work, meal/break periods _____ Vacation, sick leave, overtime _____ Attendance _____ Dress code _____ Time sheets/leave reporting/WTE _____ 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): _____ | <ul style="list-style-type: none"> _____ Keys, ID & departmental security procedures _____ Computer usage/guidelines/access/passwords _____ Telephone procedures/training _____ Tools, supplies & other work equipment _____ (copier, fax, cell phone, pager) _____ Special accommodations (if needed) _____ Workplace safety: <ul style="list-style-type: none"> - Reporting of on the job injury - Emergency telephone numbers - Location of fire exits, fire extinguishers |
|---|--|

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.

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 Web Time Entry (WTE) Web Leave Reporting (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 Workforce Education at 432-703-5434
- _____**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
- _____**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 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.ttuhs.edu/hsc/op/op76/op7608.pdf>
- _____**Important Community Resource Numbers**
- _____**Staff Performance Management Training** (required for all staff members) Questions? Contact Workforce Education at 432-703-5434
- _____**Current Customer Service Training** Note: Should be scheduled within 30-days/ completed within 90 Days.
Register online at <http://www.ttuhs.edu/hr/Wed> or call Workforce Education & Development at 432-703-5434
- _____**Job/Department Specific Training** (list): _____
- _____**Employee Health** Contact: Veronica Contreras, Nursing Services at 432-703-5433

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 Mark Roossinck, Workforce Education & Development, 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 432-703-5434