

## Onboarding Checklist—Texas A&M Engineering

Name	Title	Start Date
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This document may be used to assist you in preparing the employee to join your division. Refer to the Hiring Process Document for your hiring scenario (transfer, student, non-affiliated student, staff, and temporary) to assure compliance of hiring practices. These documents provide detailed steps and are available: <http://tees.tamu.edu/personnel/>

### Access

- Staff ID Card (obtain form from Engineering Payroll)
- Claim NetID
- Office Keys
- Facility Access

### Office Environment & Security

- Parking Permit: Space \_\_\_\_\_
- Employee will request space online: <http://transport.tamu.edu>
- Request email account
- Desk Keys
- Voice Mail
- Business Cards—Date ordered

### Coordinate with Facilities / Building Proctor

- Office Space—Room # \_\_\_\_\_
- Office Keys

### Workday

- Confirm first month's accruals are posted correctly.
- If transferring from another State of Texas entity obtain confirmed leave balances
- Train new employees on use of systems in Workday
- (hourly workers: Time worklet for timesheets)

### Accesses Needed for the Position

- Canopy/FAMIS
- SSO Dept. Roles  
Submit access request form to Engineer HR
- Maestro
- Concur
- AggieBuy
- Compass Account (student records)  
Engr. Student Services & Academic Programs 979.862.4364
- Others:

### Coordinate with TEES Fiscal Office as Appropriate

- Travel Card—issued in Employee's Name
- Division Purchase Credit Card
- (contact TEES Fiscal Office 979.458.7430)

### Engineering Human Resources

- Sign Employee up for Onboarding with H.R.
- Establish Personnel File: see personnel file reference on [HR Web PEEPS page](#)

### For Supervisor to Discuss with Employee

- Position Description  
(employee signs & dates, place in personnel file)
- Work/Lunch & Overtime
- Performance Evaluation Timeline and Form
- Conduct and Appearance Expectations
- Training & Professional Development
- Pay Periods (bi-weekly pay schedule)
- Single Sign On  
(leave request, training, and benefits)
- Departmental Information  
(organizational chart, web page, mail stop, fax number)
- Fire Drill & Evacuation Plans
- Employee Introductions
- Tour of Facilities
- Office Equipment Issued to Employee  
(coordinate with departmental property officer)