Onboarding Checklist—Texas A&M Engineering

An <u>organized</u>, <u>welcoming</u>, and <u>focused</u> new employee experience leads to <u>longer tenure</u>, <u>higher engagement</u>, and <u>quicker skill mastery</u>. To ensure your new employee has an excellent experience Engineering HR wants to partner with you to help them succeed. We will provide an in-person orientation, but we hope you will also **plan for your new employee's arrival with the help of the onboarding checklist below.**

COMPLETE **BEFORE EMPLOYEE'S ARRIVAL**

- ☐ 1st day parking arrangement
- ☐ Office Space: Building _____ Room # _____
  Including office & desk keys
- ☐ Computer and office supplies
  Including necessary computer software
- ☐ Plan 30, 60, & 90 day goals/ learning objectives
- ☐ Employee will request parking space: Lot #_____
  http://transport.tamu.edu
- ☐ Facility Access
  May be tied to employee's Aggie ID card
- ☐ Office Equipment Issued to Employee
  Coordinate with departmental property officer
- ☐ Voice Mail set up
  Work Request through TAMU Telecomm

COMPLETE AT ONBOARDING

- ☐ Claim NETID
- ☐ Complete I-9 Work Authorization
- ☐ Set up Workday Profile
  Including direct deposit and benefit enrollment

COMPLETE ON Day 1

- ☐ TAMU Email account – *coordinate with IT*
- ☐ Network Drive(s) – *coordinate with IT*
- ☐ Employee ID Card – *submit form at GSC*
  Coordinate with Business Office for Aggie Card Form
- ☐ Business Cards ordered & add to Website
- ☐ Update Mail Stop in Workday

SYSTEM ACCESS *(AS NEEDED)*

- ☐ Single Sign On – *familiarize yourself with the menu*
  http://sso.tamus.edu
- ☐ Canopy/FAMIS
- ☐ Maestro
- ☐ Concur
- ☐ Workday
- ☐ Aggiebuy
- ☐ Compass Account Access (student records)
  https://eis.tamu.edu/Compass/Compass-Training/Compass-Primary-Authorizing-Agents 979.862.3855
- ☐ eCampus
- ☐ Blackboard

- ☐ Others:

COORDINATE WITH FISCAL *(AS NEEDED)*

- ☐ Travel Card—*issued in Employee's Name*
- ☐ Division Purchase Credit Card
  Contact TEES Fiscal Office 979.458.7456

COORDINATE WITH HUMAN RESOURCES

- ☐ Access MyEvive
  On the SSO menu, if enrolled in TAMU Benefits
- ☐ Security Clearance if needed for position
- ☐ Learn necessary aspects of Workday for position
  Find "Workday Help" on SSO menu
- ☐ Register for Compsych, employee assistance (EAP)
  www.guidanceresources.com , WebID: TAMUS
- ☐ New Employee Toolkit – *for your review*
  URL: Tx.ag/employeetoolkit

SUPERVISOR TO DISCUSS WITH EMPLOYEE

- ☐ Introduced to colleagues in division
- ☐ Meet employees outside the division
- ☐ Tour of Facilities
- ☐ Employee's 30, 60, & 90 day goals/objectives
- ☐ Position Description
  Sign & date, place in personnel file
- ☐ Review expectation of our RELLIS values and how they apply to the job
- ☐ Discuss Work/Lunch & Overtime
- ☐ Performance Evaluation Timeline and Form
- ☐ Expectations for Conduct and Appearance
- ☐ Training & Professional Development options
- ☐ Pay Periods – *bi-weekly/monthly pay schedule*
- ☐ Discuss expectations for requesting time off
- ☐ Departmental Information
  Org chart, web page, mail stop, others' job duties
- ☐ Inclement Weather, Fire, & other Evacuation Plans

UPCOMING DEADLINES

- ☐ Deadline to take action for Benefits in Workday – 45 days from hire
- ☐ Deadline to take mandated trainings through Traintraq – 30 days from hire
  Find "Traintraq" on SSO menu