

## BEFORE FIRST DAY:

- HAVE YOUR EMPLOYMENT ELIGIBILITY DOCUMENTS READY TO COMPLETE FORM I-9 WITH YOUR REMOTE AGENT, IF NOT ALREADY COMPLETED.
- IF YOU PLAN TO START HEALTH INSURANCE THE FIRST DAY OF EMPLOYMENT, EMAIL THE BENEFITS TEAM AT [BENEFITS@TAMUCC.EDU](mailto:BENEFITS@TAMUCC.EDU) AND REVIEW INSURANCE OPTIONS.
- KNOW WHEN TO EXPECT THE FIRST PAYCHECK. SEE PAYROLL SCHEDULES.
- KNOW THE DRESS CODE.
- KNOW WHERE TO PARK ON THE FIRST DAY.
- KNOW TIME AND LOCATION OF WHERE TO REPORT TO ON THE FIRST DAY.
- REVIEW THE NEW HIRE CHECKLIST IN YOUR WELCOME EMAIL.

## ON THE FIRST DAY:

- ATTEND WELCOME ORIENTATION WITH HUMAN RESOURCES.
- KNOW YOUR UIN (UNIVERSAL IDENTIFICATION NUMBER)
- KNOW YOUR ISLANDID (UNIVERSITY EMAIL USERNAME)
- KNOW YOUR WORK EMAIL.
- PARTICIPATE IN A CAMPUS TOUR (SCHEDULE AT THE WELCOME CENTER)
- OBTAIN YOUR SAND DOLLAR (IDENTIFICATION CARD)
- OBTAIN YOUR PARKING PERMIT IF YOU PLAN TO PARK ON CAMPUS.
- COMPLETE THE NEW HIRE CHECKLIST FROM YOUR WELCOME EMAIL.

## IN THE FIRST WEEK:

- SET UP YOUR OUTGOING VOICEMAIL MESSAGE.
- SECURE KEYS AND ACCESS CARDS, AS REQUIRED.
- LEARN YOUR DEPARTMENT'S LEAVE REPORTING PROCESS.
- LEARN YOUR DEPARTMENT'S TIME REPORTING PROCESS, IF APPLICABLE.
- UNDERSTAND THE STEPS FOR NEW EMPLOYEE BENEFIT ENROLLMENT.
- MEET WITH YOUR MANAGER TO DISCUSS YOUR JOB DESCRIPTION AND PERFORMANCE EXPECTATIONS.

## IN THE FIRST MONTH:

- ATTEND A BENEFITS ORIENTATION SESSION WITH THE BENEFITS TEAM, AS ASSIGNED.
- ATTEND A NEW HIRE WORKSHOP WITH THE EMPLOYMENT DEVELOPMENT OFFICE, AS ASSIGNED.
- REVIEW BENEFITS INFORMATION ONLINE, AND ENROLL OR WAIVE COVERAGES.
- COMPLETE THE A&M SYSTEM-REQUIRED TRAINING IN TRAINTRAQ.
- TRAINTRAQ CAN BE LOCATED ON THE HOME PAGE OF SINGLE SIGN ON (SSO).
- COMPLETE ANY ADDITIONAL JOB-REQUIRED TRAININGS IN TRAINTRAQ.

## IN THE FIRST 31 DAYS:

- MAKE YOUR BENEFIT ELECTIONS IN WORKDAY WITHIN 31 DAYS OF EMPLOYMENT, IF BENEFIT ELIGIBLE. OTHERWISE, THE BENEFIT ELECTIONS WILL AUTOMATICALLY DEFAULT TO THE UNIVERSITY'S BASIC COVERAGE PACKAGE.

## YOUR JOB

- ENSURE YOU UNDERSTAND YOUR DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS BY ASKING YOUR MANAGER.
- UNDERSTAND HOW YOUR PERFORMANCE WILL BE EVALUATED.

## YOUR WORKPLACE

- UNDERSTAND HOW YOUR DEPARTMENT IS ORGANIZED.
- UNDERSTAND YOUR DEPARTMENT/COLLEGE'S MISSION, GOALS, AND CORE FUNCTIONS.
- UNDERSTAND YOUR DIVISION'S MISSION, GOALS, AND CORE FUNCTIONS.

## WORKPLACE PROCEDURES

- HOW TO OBTAIN SUPPLIES
- HOW TO MAKE PERSONAL AND LONG-DISTANCE CALLS
- RULES FOR AFTER HOUR ACCESS TO YOUR WORK AREA
- HOW TO ACCESS SYSTEM AND UNIVERSITY POLICIES, REGULATIONS AND RULES
- SAFETY PROCEDURES AND EMERGENCY EXITS

## SERVICES AND RESOURCES

- HR MONTHLY NEWSLETTER
- STAFF COUNCIL
- FACULTY SENATE
- HOW TO ACCESS THE FREE EMPLOYEE ASSISTANCE PROGRAM SERVICES
- EMPLOYEE PERKS

## HUMAN RESOURCES & PAYROLL

NATURAL RESOURCES CENTER, 2ND FLOOR, SUITE 2425

361.825.2630

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