

COLLEGE OF SCIENCE NEW EMPLOYEE CHECKLIST

This checklist supplements the HR Onboarding Checklist. This form will be completed by the department administrative assistant in consultation with the department head. If action is not required, indicate NA. For tracking purposes, if possible, make a note on dates when a request started and completed. Maintain original in the employee's personnel file.

New Employee Information

Name UIN Room #

Employee is: Start Date: Department

Immediate Supervisor Administrative Assistant:

- Prior to arrival:
- Create EPA (upon receipt of UIN information from Dean's office)
 - Complete I-9
 - Submit Credentialing Packet (if applicable)
 - Submit Graduate Faculty Status application (if applicable)
 - Prepare office space
 - Prepare office computer
 - Telephone access
 - Building access (Key Request and/or Swipe access)
 - Order door plate (if applicable)
 - Order business cards (if applicable)
 - Request COS listserv access
 - Request college IT to update departmental web site
 - Complete Training 2111496 - The Guidelines for Disbursement of Funds – TAMUCC - for faculty only

- From start date to completion:
- Confirm all IT access/accounts are working: Outlook, Campus Wifi, Canvas, Astra, Argos, FAMIS/BAM, SSO, Concur, Banner, Digital Measures, Maestro, Laserfische I:drive
 - Confirm I-9 has been completed (no later than 3rd day from start date)
 - Confirm SandDollar ID obtained
 - Confirm completion of Training 2111496 -The Guidelines for Disbursement of Funds – TAMUCC
 - Check key status
 - Confirm long distance PIN has been provided
 - Provide copier access code (if applicable)
 - Provide Procurement and Travel Credit Card Applications (if applicable)
 - Confirm benefits orientation with HR has been scheduled
 - Confirm New Employee orientation with HR has been scheduled
 - Provide contact list of key people in the college

Other
Remarks:

Completed by: Date: