



NEW EMPLOYEE CHECKLIST – AMARILLO

(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: _____	PHONE #: _____
SUPERVISOR'S NAME: _____	HIRE DATE: _____

PRIOR to 1ST DAY of Employment:

Prepare for Employee's Arrival:

- _____ Schedule employee to attend New Employee Orientation (NEO) beginning 1st day of employment (*visit www.ttuhsu.edu/hr/WED for 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:

- | | |
|---|---|
| _____ Mission of TTUHSC/Center/Department | _____ Keys, ID & departmental security procedures |
| _____ Reporting structure | _____ Computer usage/guidelines/access/passwords |
| _____ Copy of Position Description (PD) for review | _____ Telephone procedures/training |
| _____ Job title, rate of pay and basic duties | _____ Tools, supplies & other work equipment
(copier, fax, cell phone, pager...) |
| _____ Hours of work, meal/break periods... | _____ Special accommodations (if needed) |
| _____ Vacation, sick leave, overtime... | _____ Workplace safety:
- Reporting of on the job injury
- Emergency telephone numbers
- Location of fire exits, fire extinguishers... |
| _____ Attendance | |
| _____ Dress code | |
| _____ Time sheets/ web leave reporting | |
| _____ 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): _____ | |
| _____ | |

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):

_____ Complete and electronically sign Position Description (PD) - (edit/update the PD if necessary)

Complete Other Required Training (if not completed during NEO): Go to the Employee Tab on Web Raider 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 806-414-9920

_____ **FERPA Training Questions?** Contact Tamara Krauser, TTUHSC Registrar at 806-743-2300

_____ **Institutional Compliance Orientation** Questions? Contact John Geist, Institutional Compliance at 806-743-1288

_____ **Privacy & Security Training (HIPAA)** Questions? Contact Teri Murphy, Institutional Compliance at 806141-9603

_____ **Conflict of Interest and Commitment Training & Disclosure** Questions? Contact Shen Wang, Institutional Compliance at 806-743-2307

_____ **Billing Compliance: (This is for Providers who bill for patient care.)** Questions? Contact Teri Murphy, Institutional Compliance at 806-414-9603

_____ **Workplace Violence (Recommended for all Employees)** at <http://www.depts.ttu.edu/tpd/shotsfired.php>

_____ **Important Community Resource Numbers** TT PD handout

_____ **Staff Performance Management Training Questions?** Contact Workforce Education at 806-414-9920

_____ **Current Customer Service Training** (Should be scheduled within 30 days/ completed within 90 days) -
Register online at www.ttuhs.edu/hr/WED/ or call Workforce Education & Development at 806-414-9920

_____ **Job/Department Specific Training** (list): _____

_____ Ensure that employee has completed and turned in all required employment paperwork to Human Resources.

ACKNOWLEDGEMENT: By signing below, 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 _____

Once completed, forward a copy of this checklist to Tanya Fraley, Workforce Education and Development, 1400 Wallace Blvd, Room 154 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 806-414-9920