



## NEW EMPLOYEE CHECKLIST – LUBBOCK

(SEPTEMBER 2016)

**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. **Requirements identified with an asterisk (\*) apply for ALL new TTUHSC employees. Items containing the following initials \_\_\_\_\_ were completed during NEO.**

EMPLOYEE'S NAME: \_\_\_\_\_ SSN OR TTU ID# \_\_\_\_\_  
 DEPT/LOCATION: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 SUPERVISOR'S NAME: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

### PRIOR to 1<sup>ST</sup> DAY of Employment:

#### PREPARE FOR EMPLOYEE'S ARRIVAL:

- \_\_\_\_\_ Schedule employee to attend New Employee Orientation (NEO) beginning 1<sup>st</sup> day of employment (visit <http://www.ttuhscc.edu/hr/Wed/> for schedules). If unable to attend NEO on first day of employment, schedule employee to attend next available NEO. **Transfers from TTU must attend NEO.**
- \_\_\_\_\_ 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) **This includes transfers from TTU.**
- \_\_\_\_\_ Prepare employee's work area (furniture, equipment, supplies, etc.)
- \_\_\_\_\_ Other departmental requirements (list):  
 \_\_\_\_\_  
 \_\_\_\_\_

### Beginning the 1<sup>ST</sup> DAY of Employment (or immediately 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:  |
| _____ Attendance  | - Reporting of on the job injury   |
| _____ Dress code  | - Emergency telephone numbers  |
| _____ Time sheets/ web leave reporting  | - Location of fire exits, fire extinguishers...                                  |
| _____ Parking locations/requirements  |  |
| _____ Drug/Smoke Free Workplace (OP's <a href="#">70.39/10.19</a> )                       |  |
| _____ 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: \_\_\_\_\_

SSN OR TTU 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.*
- \_\_\_\_\_ **Request key(s), employee ID(s), and parking pass (as applicable)**

**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.** Note: Direct requests for Banner Student Access, (student records) Contact TTUHSC Registrar at 806-743-2300.

**Within the First 30-DAYS of Employment:**

**CONDUCT FEEDBACK SESSION (TTUHSC OP 70.12 - Performance Management):**

- \_\_\_\_\_ Review and discuss Position Description (PD) - (edit/update the PD if necessary)
- \_\_\_\_\_ Signatures (both supervisor and employee sign)
- \_\_\_\_\_ Copy of PD given to new employee; Copy of PD filed in employee's performance file. Note: Supervisor should then continue with the Performance Management process outlined in TTUHSC OP 70.12.  
<http://www.ttuhs.edu/hsc/op/op70/op7012.pdf>

**COMPLETE OTHER REQUIRED TRAINING (if not completed during NEO):** Go to the Employee Tab on Web 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 806-743-6446
- \_\_\_\_\_ **\*FERPA Training** Questions? Contact [Tamara.Krauser@ttuhs.edu](mailto:Tamara.Krauser@ttuhs.edu)
- \_\_\_\_\_ **\*Institutional Compliance Orientation** Questions? Contact Compliance at 806-743-3949
- \_\_\_\_\_ **\*Privacy and Security Training (HIPAA)** Questions? Contact Compliance at 806-743-3949
- \_\_\_\_\_ **\*Security Mentor Training** Questions? Contact Information Technology at 806-743-1234
- \_\_\_\_\_ **\*Conflict of Interest and Commitment Training & Disclosure** Questions? Contact Compliance @ 806-743-3949
- \_\_\_\_\_ **Billing Compliance (This is for Providers who bill for patient care.)**  
For Lubbock SOM: Contact Compliance at 806-743-3949,
- \_\_\_\_\_ **Workplace Violence (Recommended for all Employees)** at: <http://www.depts.ttu.edu/tttd/shotsfired.php>
- \_\_\_\_\_ **OP 76.08 Violence and Workplace Threats** <http://www.ttuhs.edu/hsc/op/op76/op7608.pdf>
- \_\_\_\_\_ **Important Community Resource Numbers**
- \_\_\_\_\_ **\*Staff Performance Management Training** (required for all staff members) Questions? Contact Workforce Education at 806-743-6446
- \_\_\_\_\_ **\*An Extra Degree of Service Training (Required for staff employees)** Note: Should be scheduled within 30-days/ completed within 90 Days. Register online at <http://www.ttuhs.edu/hr/Wed> or call Workforce Education & Development at 806-743-6446
- \_\_\_\_\_ **Employee Health:** Contact Nursing Services at 806-743-4005
- \_\_\_\_\_ **Job/Department Specific Training** (list): \_\_\_\_\_

**ACKNOWLEDGEMENT: 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 \_\_\_\_\_

**Forward completed copy of this checklist to Anna Herring, Workforce Education & Development, STOP 8100 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 806-743-6446**