

DEPARTMENT CHECKLIST FOR ONBOARDING FACULTY



HUMAN RESOURCES
OUR SERVICES - YOUR FUTURE

NEW FACULTY MEMBER NAME	TITLE		UIN
EMAIL ADDRESS	OFFICE NUMBER/ BLDG	OFFICE EXTENSION	A#

Contact for Help

- Human Resources x2630
- HR Immigration x2198
- Payroll Office x3231
- Academic Services x2838
- Employee Development x5826
- Career Services x2628
- Information Technology x2692
- Mail Services x2684
- Police Department x3739
- Print Shop x5679
- Procurement & Disbursements x2617
- Registrar x7024
- Research Office x3881
- Safety Office x5555
- SandDollar x5978
- Telecommunications x2100
- Travel Office x2749

PRIOR TO ARRIVAL

- Contact HR Immigration Specialist if new faculty is a foreign national
- Obtain copy of the appointment letter/ critical information
- Confirm UIN & A# created and received
- Submit Credentialing Packet
- Outlook Account Created

WORKDAY

- Run the **Onboarding Status Summary Report** and remind faculty to complete all onboarding steps

CONFIRM ACCESS TO

- Banner S.A.I.L.
- Faculty Self Service Maestro
- Digital Measures Degree Planner

OFFICE SETUP

- Obtain Telephone Access
- Arrange for [Building Access/Order Key](#)
- Prepare Office Space / Computer Check
- Status of Text Book Orders
- Door Plate
- Order Business Cards
- Update departmental web site
- Obtain Class Syllabi/ Office Hours

ON THE FIRST DAY

- Confirm SandDollar ID card obtained
- Keys and building access processes
- Provide information about IT access
- Provide long distance PIN
- Provide copier library copier code

WITHIN THE FIRST WEEK

- Concur Set-up
- Process Relocation Reimbursement
- Provide Procurement & Travel Credit Card
- Applications Confirm FERPA Training completed

Department Orientation to Include:

- Use of Media & Media Assistance
- Travel for field trips; forms; procedures
- Information Security (Lap Top Encryption & Permit)
- Phones in Classrooms & Safety
- Code Blue Emergency Notification System
- Mail Shipping/Receiving (discuss personal items)
- Reserving Facilities/Events
- Information on Research Office, Grants, etc.
- Process for Hiring Students
- Parking

Notices: outside employment, arrests, faculty handbook, Faculty Senate, Center For Faculty Excellence

WITHIN THE FIRST 30 DAYS

- Confirm onboarding in Workday complete
- Provide Travel & Procurement Credit Cards
- Schedule Safety Training - Travel for Field Trips
- Cart Use Training
- Schedule Lab Safety Training
- Confirm completion of required State and TAMUS training
- Summer Camps/Child Protection

**Not all items are applicable to each new faculty member*

NOTES