

New Employee Quick Guide



**HUMAN
RESOURCES**
OUR SERVICES - YOUR FUTURE

Human Resources

Location: Natural Resources Center, 2nd floor, Suite 2425

Phone Number:
(361) 825-2630

Fax: (361) 825-5871

Email:
Human.Resources@tamucc.edu

Payroll

Location: Natural Resources Center, 2nd floor, Suite 2300

Phone Number:
(361) 825-3231

Fax: (361) 825-2232

Email:
payroll@tamucc.edu

Before First Day:

Have employment eligibility documents ready to provide to Human Resources on or before your first day.

If you plan to start health insurance the first day of employment, inform the Benefits Manager at benefits@tamucc.edu. 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 first day. Review the [New Hire Checklist](#). This will provide you information and tasks that will need to be completed upon hire.

On The First Day:

Attend the Welcome Orientation with Human Resources. Know your UIN (Universal Identification Number).

UIN: _____

Know your [IslandID](#) (university email username).
[IslandID](#): _____

Know your work email account.

Email: _____

Participate in the campus tour.

Obtain a SandDollar Card (identification card). Obtain a [parking permit](#) if you plan to park on campus.

Complete the [New Hire Checklist](#).

If you plan to start health coverage immediately, inform benefits@tamucc.edu **

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 Human Resources Office, as assigned.

Attend a New Hire Workshop with the Employee Development Office, as assigned.

Review [benefits information](#) online, and enroll or waive coverages.

Complete the Texas A&M System-required training in TrainTraq. TrainTraq is located on the home page upon signing in to Workday via Single Sign On.

Complete any additional job-required training

First 45 Days

Make insurance selection in Workday within 45 days of employment if you are benefit eligible. Otherwise, the insurance coverage will automatically default to the university's basic coverage package.

Check Your Knowledge

As you navigate through the first few weeks, check your knowledge against the following checklist.

Your Job

Your duties, responsibilities and performance expectations from your manager.

How your performance will be evaluated.

Training requirements.

Your Workplace

How your department is organized

Your department/college's mission, goals and core functions

Your division's mission, goals and core functions

Workplace Procedures

Time reporting procedures

Procedures for requesting leave and reporting absences

How to obtain supplies

How to make personal and long-distance phone 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

How to access information on the university web site

Employee development opportunities

How to access the free [Employee Assistance Program](#) services

Get Involved

[Staff Council](#)

[Faculty Senate](#)