

Welcome to TAMU-CC!

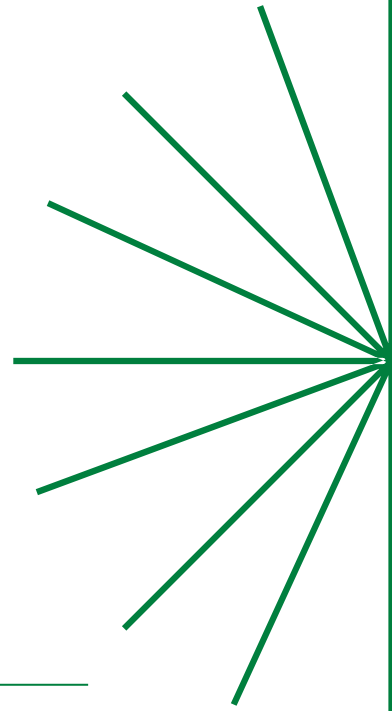


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*OUR SERVICES - YOUR FUTURE*

DEPARTMENT CHECKLIST  
FOR NEW FACULTY

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# PRIOR TO ARRIVAL & WORKDAY



## PRIOR TO ARRIVAL

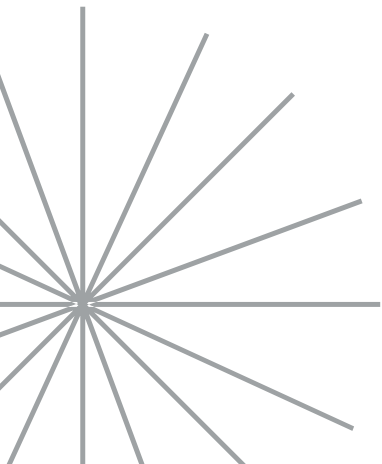
- Obtain a copy of the appointment letter/critical information for the new faculty member
- Confirm UIN (Universal Identification Number) and A# has been created and received
- Submit credentialing packet to Provost's Office
- Confirm with IT that the new faculty member's Outlook account has been created

## WORKDAY

- Remind the new faculty member to complete any onboarding tasks that populate in their Workday inbox



NOTE: It is important for new employees to complete their onboarding to prevent any issues with their pay and/or benefits.



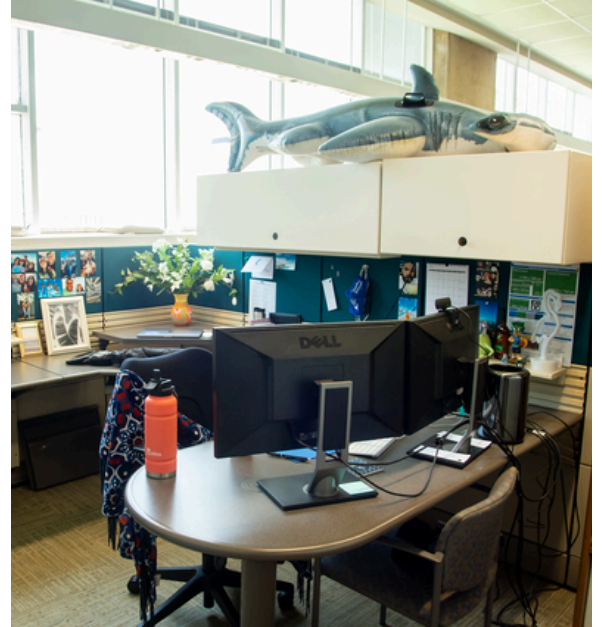


# CONFIRM ACCESS AND OFFICE SETUP

## CONFIRM ACCESS

Please make sure to confirm your new faculty member has access to the items below to prevent any delays during their first week.

- Banner
- Faculty Self Service
- Digital Measures
- S.A.I.L
- SSO/Workday
- Maestro
- Degree Planner
- Canvas



## OFFICE SETUP

Please make sure your new faculty member's work area is ready to go for them on their first day.

- Obtain telephone access
- Arrange for building access/order key(s)
- Prepare office space/computer check
- Status of text book orders
- Door plate
- Order business cards
- Update departmental website
- Obtain class syllabi/office hours



NOTE: Some items may not be applicable to each new faculty member.



# ON THE FIRST DAY, WITHIN THE FIRST WEEK AND FIRST 30 DAYS

*During the time frames below, faculty members should ensure they obtain or complete the following items to ensure they have a successful semester.*

## FIRST DAY

- Complete Section 1 of the Form I-9
- SandDollar ID Card
- Keys and building access
- Information on how to contact IT
- Long distance PIN for phone calls
- Library copier code

## WITHIN THE FIRST WEEK

- Complete Section 2 of the Form I-9 by the appropriate deadline
- Concur set-up
- Relocation reimbursement, as applicable
- Procurement and travel card, as applicable

## WITHIN THE FIRST 30 DAYS

- Onboarding has been completed in Workday
- Safety trainings (travel for field trips, labs, summer camps, etc.)
- Cart use training, if needed
- Completion of required state and TAMUS trainings



I-9/Guardian is an employment eligibility system. This is where your I-9 form is processed. You will receive an email from HR or 'Perfect Compliance' with a link requesting for you to enter personal information to verify your identity. Additionally, you will be required to submit the contact information of your remote agent. If you do not have a remote agent, you may come by the HR office for assistance. Section 1 must be completed **on or before** your FIRST day of work. Section 2 must be completed **on or before** your THIRD day of work.



EMPLOYEE COMPLETES FORM I-9 SECTION 1



EMPLOYER COMPLETES FORM I-9 SECTION 2

# DEPARTMENT ORIENTATION

*The department's orientation should include, but is not limited to, the following items below.*

- Use of media and media assistance
- Travel for field trips/forms/procedures
- Information security (laptop encryption and permit)
- Phones in classrooms and safety
- Code Blue emergency notifications and how to sign up
- Mail (shipping/receiving - and discuss personal items)
- Reserving facilities/events/rooms
- Information on Research Office, grants, etc.
- Process for hiring students, graduate assistants, graders, etc.
- Parking
- Notices/Forms (external employment, arrests, faculty handbook, etc)
- Faculty Senate and Center for Faculty Excellence



# GET IN TOUCH

## **ACADEMIC SERVICES**

x2638

## **CAREER SERVICES**

x2628

## **EMPLOYEE DEVELOPMENT**

x5826

## **IT SUPPORT**

x2692

## **MAIL SERVICES**

x2684

## **PRINT SHOP**

x5679

## **PROCUREMENTS AND DISBURSEMENT**

x2617

## **REGISTRAR**

x7024

## **RESEARCH OFFICE**

x3881

## **SAFETY OFFICE**

x5555

## **SANDDOLLAR OFFICE**

x5978

## **TELECOMMUNICATIONS**

x2100

## **TRAVEL OFFICE**

x2749

## **UNIVERSITY POLICE DEPARTMENT**

x3739





# HUMAN RESOURCES

*OUR SERVICES - YOUR FUTURE*

Natural Resources Center (NRC) Suite 2425  
6300 Ocean Drive  
Corpus Christi, TX 78412  
[www.Tamucc.edu/Human-Resources/](http://www.Tamucc.edu/Human-Resources/)

361.825.2630

[Human.Resources@tamucc.edu](mailto:Human.Resources@tamucc.edu)

[Employment@tamucc.edu](mailto:Employment@tamucc.edu)

[Benefits@tamucc.edu](mailto:Benefits@tamucc.edu)

[Payroll@tamucc.edu](mailto:Payroll@tamucc.edu)

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