



**New Employee Orientation (NEO)
FY 2025-26 Agenda**

Time	Topic	Presenter
8:30 a.m. – 9:15 a.m.	Welcome to TWU and New Employee Resources	Austin Hammond, HR - Training
9:15 a.m. – 10 a.m.	Employee Benefits	Paul Rogish, HR – Benefits
10 a.m. – 10:15 a.m.	Employee Payroll	Emily Laughlin, HR – Payroll
10:15 a.m. – 10:30 a.m.	Break	
10:30 a.m. – 10:45 a.m.	Employee Relations	Abby Switzer, HR – Employee Relations
10:45 a.m. – 11 a.m.	Procurement Overview	Shawna Smyth, Procurement Team
11 a.m. – 11:45 a.m.	Employee Safety	Risk Management Team
11:45 a.m. – 12:00 p.m.	Wrap-Up/Questions	Austin Hammond, HR Training

Important Reminders

Compliance Training:

New Employees can complete their state-mandated and university required compliance training courses in the TWU Bridge App (twu.bridgeapp.com). Some positions and departments require specialized compliance training, which will be assigned to your individual accounts. Most employees are required to take the following courses:

- Recognition and Prevention of Sexual Harassment
- State-Mandated Ethics Training
- Information Security Training
- Bursar Cash Handling
- Annual Statement of Confidentiality
- TWU Employee Safety Training

Onboarding Tips:

Please remember to check-in with your direct supervisor for information and questions regarding position-specific (on-the-job) training, department/office tour, and department/office rules and guidelines. New employees should also remember to get their employee ID, submit any remaining paperwork to HR, acquire a parking pass, complete their compliance trainings, and log into Oracle Cloud when it is available to you to start your new employee journeys.