



# HUMAN RESOURCES

## TEXAS WOMAN'S UNIVERSITY

### 2024-2025 AGENDA

Welcome to Texas Woman's University. As a new employee, you have a world of opportunities ahead of you working for the nation's largest university primarily for women. With campuses in Denton, Dallas and Houston, we are proud of our accomplishments as well as plans for the future. You have made the right choice to become a part of our campus community and we encourage you to explore ways to immerse yourself into our culture. WELCOME!

#### **8:30-8:45 am Introduction**

**8:45-10:00 am**

Employee Benefits

**Benefits & Wellbeing**

**Break**

**10:00-10:15 am**

TWU Customer Service Philosophy

**Training & Development**

**10:15-10:45 am**

Payroll Information

**Payroll Department**

**10:45-11:00 am**

Employee Relations /Title IX

**Paul Goertemiller, EEO & Employee Relations Investigator**

**Break**

**11:00 am-Noon**

Safety

**Risk Management**

All employees are required to take the State Mandated Training every year except for Preventing Sexual Harassment Training (every two years).

#### **Recognition and Prevention of Sexual Harassment**

Required for all new TWU employees within 30 days of employment and supplemental training for all TWU Employees every two years. You will receive an automated email from [Bridge](#) that will provide instructions on how to complete this training. (Every 2 years).

#### **State Mandated Ethics Training**

Required for all new TWU employees and supplemental training for all TWU Employees (Yearly). Ethics is now in Bridge. You will receive an automated email from [Bridge](#) that will provide instructions on how to complete this training.

#### **Safety Training**

Risk Management requires employees to complete various safety and compliance training based on your position at TWU. This training is now in [Bridge](#), and you will receive weekly automated email reminders about these training requirements.

#### **Computer Security Training**

Required for all new TWU employees and supplemental training for all TWU Employees (Yearly).

#### **Bursar Cash Handling Training**

Employees having **cash handling** responsibility are required to receive annual cash handling **training**.

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Please visit <https://servicecenter.twu.edu/TDClient/1956/Portal/KB/ArticleDet?ID=32033>

for additional information and details for State Mandated Training.