

TEXAS WOMAN'S UNIVERSITY New Employee Checklist

This checklist is designed to assist supervisors and new employees with the orientation of staff employees but can also be used to orient faculty. Requirements identified with an asterisk () apply for ALL new TWU employees. **This form is for your records.***

EMPLOYEE INFORMATION

| | |
|--------------------|------------|
| Name: | Hire Date: |
| Dept/Location: | Phone #: |
| Supervisor's Name: | Position: |

ON OR PRIOR TO 1ST DAY OF EMPLOYMENT:

***Visit the Office of Human Resources (OHR) to complete all required employment paperwork:** including the I-9 Documentation (required by federal law) and other employment/benefits processing.
IMPORTANT: Failure to do so may result in employee missing important insurance eligibility and payroll deadlines. Also, all employees' eligibility to work must be verified through E-Verify (within three days of employment) or, they will not remain employed.

ORIENTING TASKS/GETTING TO KNOW CAMPUS

ITEMS TO REVIEW WITH EMPLOYEE (IF APPLICABLE):

| | | |
|--|---|--|
| <input type="checkbox"/> TWU Mission/Department Goals <input type="checkbox"/> What is the reporting structure? <input type="checkbox"/> Employee rate of pay and job duties. <input type="checkbox"/> Required hours of work and break times. <input type="checkbox"/> Requesting time off/procedure <input type="checkbox"/> Meeting or check-in schedule | <input type="checkbox"/> Purchasing card procedures <input type="checkbox"/> Dress code <input type="checkbox"/> Time sheets/leave reporting <input type="checkbox"/> Parking pass <input type="checkbox"/> Keys, ID & departmental security procedures <input type="checkbox"/> Computer usage/password <input type="checkbox"/> RingCentral and other routine technologies/applications | <input type="checkbox"/> Telephone procedures <input type="checkbox"/> Tools, supplies & other work equipment (copier, fax...) <input type="checkbox"/> Workplace safety (Emergency numbers, fire exits...) <input type="checkbox"/> Tour of department/ work area <input type="checkbox"/> Portal Instructions <input type="checkbox"/> Training Opportunities <input type="checkbox"/> Introduced to colleagues/team/supervisors |
|--|---|--|

WITHIN THE FIRST 10-DAYS OF EMPLOYMENT

*Complete State Mandated EEO Sexual Harassment Training in Bridge
 *Complete State Mandated Ethics Training in Bridge
 *Review and discuss Performance Evaluation system & develop goals for Key Objectives
 *Ensure that employee has completed and turned in all required paperwork to the Office of Human Resources
 *Complete Information Security Awareness Course: Information Technology in Bridge
 *Complete Environmental, Safety & Health Training In Bridge
 *All new benefits eligible employees are required to elect optional benefits such as Dental, Disability, AD&D, TexFlex, Dependent Life and Optional Life during your first **30 days of employment.**

CONTACT INFORMATION:

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|---------------------------------------|--------------------------------|--------------|--|
| Accounting & Reporting | Nature Miller | 940-898-3561 | nmiller11@twu.edu |
| Benefits | Angela Cagle, PHR | 940-898-3552 | acagle@twu.edu |
| Compensation | Amelia Grimes, MBA, SHRM-CP | 940-898-3548 | Agrimes1@twu.edu |
| Employee Development & Communications | Austin Hammond, M.S. | 940-898-3558 | ahammond@twu.edu |
| Employee Relations, HR Compliance | Paul Goertemiller, M.Ed., M.S. | 940-898-3563 | pgoertemiller@twu.edu |
| HR Records & Onboarding | Amber Geldersma | 940-898-3551 | AGeldersma@twu.edu |
| Payroll | Amanda Noday, CPP | 940-898-3562 | anoday@twu.edu |
| Recruitment | Lisa Taylor, SPHR | 940-898-3759 | LTaylor16@twu.edu |
| HR Manager | Julio Ramon | 940-898-3311 | jramon@twu.edu |