

DEPARTMENT CHECKLIST FOR ONBOARDING FACULTY



NEW FACULTY MEMBER NAME	JOB TITLE	UIN #	
EMAIL ADDRESS	OFFICE #/BLDG	OFFICE EXTENSION	A#

PRIOR TO ARRIVAL

- CONTACT HR IMMIGRATION SPECIALIST IF NEW FACULTY IS A FOREIGN NATIONAL
- OBTAIN COPY OF THE APPOINTMENT LETTER/CRITICAL INFORMATION
- CONFIRM UIN (UNIVERSAL IDENTIFICATION NUMBER) & A# HAS BEEN CREATED AND RECEIVED
- SUBMIT CREDENTIALING PACKET
- OUTLOOK ACCOUNT CREATED

WORKDAY

- RUN THE ONBOARDING STATUS SUMMARY REPORT AND REMIND FACULTY TO COMPLETE ALL ONBOARDING STEPS

CONFIRM ACCESS TO

- BANNER
- FACULTY SELF SERVICE
- DIGITAL MEASURES
- S.A.I.L.
- MAESTRO
- DEGREE PLANNER

OFFICE SETUP

- OBTAIN TELEPHONE ACCESS
- ARRANGE FOR BUILDING ACCESS/ORDER KEY
- PREPARE OFFICE SPACE/COMPUTER CHECK
- STATUS OF TEXT BOOK ORDERS
- DOOR PLATE
- ORDER BUSINESS CARDS
- UPDATE DEPARTMENTAL WEBSITE
- OBTAIN CLASS SYLLABI/OFFICE HOURS

ON THE FIRST DAY

- CONFIRM SAND DOLLAR ID CARD HAS BEEN OBTAINED
- KEYS AND BUILDING ACCESS PROCESSES
- PROVIDE INFORMATION ABOUT IT ACCESS
- PROVIDE LONG DISTANCE PIN
- PROVIDE LIBRARY COPIER CODE

WITHIN THE FIRST WEEK

- CONCUR SET-UP
- PROCESS RELOCATION REIMBURSEMENT, IF APPLICABLE
- PROVIDE PROCUREMENT AND TRAVEL CARD, IF NEEDED
- FERPA TRAINING HAS BEEN COMPLETED

DEPARTMENT ORIENTATION TO INCLUDE

- USE OF MEDIA & MEDIA ASSISTANCE
- TRAVEL FOR FIELD TRIPS/FORMS/PROCEDURES
- INFORMATION SECURITY (LAPTOP ENCRYPTION & PERMIT)
- PHONES IN CLASSROOMS AND SAFETY
- CODE BLUE EMERGENCY NOTIFICATION SYSTEM
- MAIL SHIPPING/RECEIVING (DISCUSS PERSONAL ITEMS)
- RESERVING FACILITIES/EVENTS
- INFORMATION ON RESEARCH OFFICE, GRANTS, ETC.
- PROCESS FOR HIRING STUDENTS
- PARKING
- NOTICES*: OUTSIDE EMPLOYMENT, ARRESTS, FACULTY HANDBOOK,
- FACULTY SENATE, CENTER FOR FACULTY EXCELLENCE

WITHIN THE FIRST 30 DAYS

- CONFIRM ONBOARDING HAS BEEN COMPLETED
- PROVIDE TRAVEL & PROCUREMENT CREDIT CARDS
- SCHEDULE SAFETY TRAINING - TRAVEL FOR FIELD TRIPS
- CART USE TRAINING
- SCHEDULE LAB SAFETY TRAINING
- CONFIRM COMPLETION OF REQUIRED STATE AND TAMUS TRAININGS
- SUMMER CAMPS/CHILD PROTECTION

***** SOME ITEMS MAY NOT BE APPLICABLE TO EACH NEW FACULTY MEMBER. *****

NOTES

HUMAN RESOURCES & PAYROLL

NATURAL RESOURCES CENTER, 2ND FLOOR, SUITE 2425

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DEPARTMENT CHECKLIST

FOR ONBOARDING FACULTY



**HUMAN
RESOURCES**
OUR SERVICES - YOUR FUTURE

CONTACT FOR HELP

HUMAN RESOURCES -- x2630
ACADEMIC SERVICES -- x2838
EMPLOYEE DEVELOPMENT -- x5826
CAREER SERVICES -- x2628
IT SUPPORT -- x2692
MAIL SERVICES -- x2684
UNIVERSITY POLICE DEPT -- x3739
PRINT SHOP -- x5679
PROCUREMENTS & DISBURSEMENTS -- x2617
REGISTRAR -- x7024
RESEARCH OFFICE -- x3881
SAFETY OFFICE -- x5555
SANDDOLLAR OFFICE -- x5978
TELECOMMUNICATIONS -- x2100
TRAVEL OFFICE -- x2749



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