NEW EMPLOYEE QUICK GUIDE

BEFORE FIRST DAY:
- Have your employment eligibility documents ready to complete Form I-9 with your remote agent, if not already completed.
- If you plan to start health insurance the first day of employment, email the benefits team at benefits@tamucc.edu and review insurance options.
- Know when to expect the first paycheck. See payroll schedules.
- Know the dress code.
- Know where to park on the first day.
- Know time and location of where to report to on the first day.
- Review the new hire checklist in your welcome email.

ON THE FIRST DAY:
- Attend welcome orientation with human resources.
- Know your UIN (universal identification number)
- Know your islandID (university email username)
- Know your work email.
- Participate in a campus tour (schedule at the welcome center)
- Obtain your sand dollar (identification card)
- Obtain your parking permit if you plan to park on campus.
- Complete the new hire checklist from your welcome email.

IN THE FIRST WEEK:
- Set up your outgoing voicemail message.
- Secure keys and access cards, as required.
- Learn your department’s leave reporting process.
- Learn your department’s time reporting process, if applicable.
- Understand the steps for new employee benefit enrollment.
- Meet with your manager to discuss your job description and performance expectations.

IN THE FIRST 31 DAYS:
- Make your benefit elections in Workday within 31 days of employment, if benefit eligible. Otherwise, the benefit elections will automatically default to the university’s basic coverage package.

YOUR JOB
- Ensure you understand your duties, responsibilities, and performance expectations by asking your manager.
- Understand how your performance will be evaluated.

YOUR WORKPLACE
- Understand how your department is organized.
- Understand your department/college’s mission, goals, and core functions.
- Understand your division’s mission, goals, and core functions.

WORKPLACE PROCEDURES
- How to obtain supplies
- How to make personal and long-distance calls
- Rules for after hour access to your work area
- How to access system and university policies, regulations and rules
- Safety procedures and emergency exits

SERVICES AND RESOURCES
- HR monthly newsletter
- Staff council
- Faculty senate
- How to access the free employee assistance program
- Employee services
- Employee perks

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REvised JAN 2023