



## New Faculty Member Checklist

Name: \_\_\_\_\_

Department: \_\_\_\_\_

### First Week

*Completion of the following steps will enable you to be set up for payroll, benefits, and computer access.*

- ✓ A Personnel Action Request form (“PAR”) must be initiated by the hiring department, routed for administrative approvals and received by Human Resources, if possible prior to your arrival.
- ✓ Attend New Employee Orientation with Human Resources; contact John Wyatt at 936-468-4075 to sign up.
- ✓ Complete all New Hire Forms:
  - W-4
  - I-9 (Showed proof of work eligibility and identity)
  - Direct Deposit
- ✓ Sign up and enroll for Benefit coverage
- ✓ Paperwork for new faculty member is processed, provided PAR and all required documentation has been received.
- ✓ Attend New Faculty Orientation
- ✓ Contact Mary Burton at ext. 1248 or Sherry Wells at ext. 2326 to get PIN number for computer access. (All paperwork must be processed before this step is completed.)

### First Month

- ✓ Receive Faculty I.D. card
- ✓ Acquire E-mail address
- ✓ Attend Equal Employment Opportunity/ Hazard Communication (EEO HazComm) Training
- ✓ Receive Departmental Orientation
- ✓ If necessary set up voice mail and computer access through Information Technology Services (ITS)