# New Employee Checklist

<table>
<thead>
<tr>
<th>TIMEFRAME</th>
<th>ITEM</th>
<th>INSTRUCTIONS/INFORMATION</th>
<th>CONTACT</th>
</tr>
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</table>
| **Before You Start Work and no later than your first day of work** | Form I-9 and Payroll Forms | Federal law requires your completion of the Form I-9. Please bring your original, unexpired documents to Human Resources to complete the Form I-9 by your first day of employment. [Complete W-4 and direct deposit form](#) | Please make arrangements to complete prior to your first day at:  
**Human Resources:** Hardin Admin. Bldg., Room 210  
(940) 397-4221  
**MSU Payroll:** Hardin Admin., Bldg. Room 209  
(940) 397-4230 |
| **Prior to or Within your First Few Days** | Campus ID# Keys, office set up | Your Campus Mustangs ID # will allow you to authenticate into a wide variety of computing and online services. Follow up with your department in regards to your key request. | Office Key Pick up is located in Bridwell Hall or Contact Debby Watson (940) 397-4228 |
| **Prior to or Within your First Few Days** | IT Access | Employees will receive user name and password information regarding your campus email and personal computer log in from [Information Technology](#). Check your personal email for updates | IT Help Desk  
(940) 397-4228 |
| **Prior to or Within your First Few Days** | Faculty/Staff ID Card | Visit Campus Card Services, located in the Clark Student Center to have your picture made for your ID card | [Campus Card Services](#)  
(940) 397-4223 |
| **Prior to or Within your First Few Days** | Parking | Avoid parking tickets by purchasing your Reserved Parking Hang Tag or to view other ways to move around campus without a vehicle visit the [Mustang Shuttle Routes](#) or the [City Bus Routes](#). | Visit the online parking portal or contact MSU Police Dept (940) 397-4239  
3 Eureka Cir. Wichita Falls, TX 76308 |
| **Prior to or Within your First Few Days** | Campus Tour | Our Campus Tours are available at the MSU Texas Welcome Center located in Hardin Administration Bldg., South Office 101 or Visit the [Virtual Tour Map](#) for an online experience | MSU Welcome Center  
(940) 397-6284  
visit@msutexas.edu |
| **Within 31 Days of Hire** | Health & Retirement Benefits | Complete Health Insurance Enrollment Forms  
Enroll in Optional Benefits (Dental, Vision, Life Insurance, AB&D, TexFlex) | [Liza Villadiego](#)  
Benefits Assistant, (940) 397-4133  
Liza.villadiego@msutexas.edu |
| **Within 60 Days of Hire** | Health & Retirement Benefits | If POS plan, designate PCP with BCBSTX  
If DHMO, designate primary dentist  
Complete Dependent certification and verification | [Liza Villadiego](#)  
Benefits Assistant, (940) 397-4133  
Liza.villadiego@msutexas.edu |
| **Within 30 Day of Hire** | Employee Training | Complete the Mandatory Employee Training  
Complete the IT Security Training | MSU Texas Mandatory Employee Training Site |