

## New Employee Guide for Supervisors

### Helpful Checklist for Onboarding a New Employee

<input type="checkbox"/> <b>Pre-Arrival Checklist:</b>	
<b>Human Resources:</b>	
○ New Hire Notifications	Once the employment offer has been accepted, Human Resources will email <b>Campus Card, IT, and Police</b> to allow email set up, hang tag and ID pick up is ready on 1 <sup>st</sup> day.
○ EPAF	HR will submit the EPAF to the department for approval to hire.
<b>Department:</b>	
○ Work area	Please be sure to have the new employee's work space is properly cleaned and prepared with the appropriate supplies and equipment they will need.
○ Computer Access (email, Banner & Network set up)	Once IT receives confirmation from HR and the hiring department, new employees will receive instructions via their personal email on how to establish the msutexas email. The <b>hiring department</b> will make sure email and computer security access has been set up with <b>IT x4278</b> . A Banner Oracle ID will need to be requested by the department. Contact <b>Banner Security</b> at <a href="mailto:banner.security@msutexas.edu">banner.security@msutexas.edu</a>
○ Building/Office Keys, if applicable	Key requests will be made by the department supervisor. Contact <b>Facilities Services a x4228</b> for a Key Request Form. Employee can then pick up keys with a photo ID.
<input type="checkbox"/> <b>The First Day - New employees will be advised to report to the following offices:</b>	
<b>Human Resources</b>	
○ Complete Form I-9	In order to work on campus, the University must verify eligibility to work in the United States.
○ Receive New Employee Orientation Information	All new employees <b>must</b> attend NEO for important information on university policies and procedures, as well as insurance and retirement benefits. Dates and times will be sent to new employee by HR Representative.
<b>Payroll</b>	
○ Tax Information, W-4, & Direct Deposit	MSU Payroll Office, Hardin Admin Rm 209.
<b>Police Department</b>	
○ Parking Hang Tag	New employees will receive the <a href="#">parking portal link</a> prior to their start date to register for a reserved hang tag. HR will provide a temporary pass for the first three days.
<b>Clark Student Center – Information Desk</b>	
○ Campus Card	New employees will need to bring a photo ID & Campus M#.

**☐ The First Week - Helpful tips and resources for supervisors in making sure new employees are prepared for a successful week on campus!**

<ul style="list-style-type: none"> <li>○ Meet and greet</li> </ul>	<p>Properly welcoming your new employee on their first day and assigning them a mentor within their area is important to the success of the new employee. Consider having a small snack item on the first day and invite current members of the team to welcome their new team member.</p>
<ul style="list-style-type: none"> <li>○ Discuss roles and responsibilities in the office, work assignments</li> </ul>	<p><a href="#">MSU Job Descriptions</a></p>
<ul style="list-style-type: none"> <li>○ Discuss department and college policies and procedures</li> </ul>	<p><a href="#">MSU Operating Policy Manual</a></p>
<ul style="list-style-type: none"> <li>○ Training</li> </ul>	<p><a href="#">EPAF (Electronic Personnel Action Form)</a> – Human Resources x4221  <a href="#">Leave Reporting and Time Sheets</a> - Payroll x4354            Student Banner Training – Registrar’s Office x4321  <a href="#">Purchase Requisitions (PCard access)</a> - Purchasing x4740  <a href="#">EEO/Ethics/Sexual Harassment/Child Protection</a>  <a href="#">IT Security Awareness Training</a> - KnowBe4</p>
<ul style="list-style-type: none"> <li>○ Highlight helpful campus information</li> </ul>	<p><a href="#">Website</a> <a href="#">University Organization Chart</a> <a href="#">Values</a> <a href="#">Campus maps</a></p> <p>Designate a department “Rep” to help train or assist in a campus or college tour.</p>

**☐ The First Month**

Follow up and communication with your new employee is also essential to effective onboarding. It is important for managers and supervisors to be involved with their new hires and determine whether or not any changes need to be made in to the training process.

***How are things going, are you happy with your hire and performance so far? Is there anything Human Resources can do to assist?***

Stay engaged early on and ask some of the following questions in the first 30-60 days:

**What do you like about the job and the university so far?**

**Do you have access to the appropriate tools and resources? How did training go?**

**What’s been going well? Any highlights from your experiences so far?**

**Has anyone gone out of his or her way to make you feel welcome?**

Let’s all do our part in making sure our newest **Mustangs** feel welcome!