## Pre-Arrival Checklist

### Human Resources:
- **New Hire Notifications**: Once employment offer has been accepted, Human Resources will email [Campus Card, IT, and Police](#) to allow email set up, hang tag and ID pick up is ready on 1st day.
- **EPAF**: HR will submit the EPAF to the department for approval to hire.

### Department:
- **Email confirmation**: 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.
- **Work area**: Make sure work area is set up and ready; check supplies or make new orders.
- **Computer Access (email, Banner & Network set up)**: The hiring department will make sure email and computer security access has been set up with IT x4278. A Banner Oracle ID will need to be requested by the department. Contact Banner Security at [banner.security@msutexas.edu](mailto:banner.security@msutexas.edu).
- **Building/Office Keys, if applicable**: Key requests will be made by the department supervisor. Contact Facilities Services a x4228 for a Key Request Form. Employee can then pick up keys with a photo ID.

## The First Day
New employees will be advised to report to the following offices:

### Human Resources
- **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 must 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.

### Payroll
- **Tax Information, W-4, Direct Deposit**: MSU Payroll, Hardin Admin Rm 209.

### Police Department
- **Parking Hang Tag**: New employees will receive the [parking portal link](#) prior to their start date to register for a reserved hang tag. HR will provide a temporary pass for the first three days.

### Clark Student Center – Information Desk
- **ID 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!

<table>
<thead>
<tr>
<th>Task</th>
<th>Resources</th>
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<tbody>
<tr>
<td>Meet and greet</td>
<td>Make sure someone is available to greet and welcome the new employee. Take time to make introductions to co-workers.</td>
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<tr>
<td>Discuss roles and responsibilities in the office, work assignments</td>
<td>MSU Job Descriptions</td>
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<tr>
<td>Discuss department and college policies and procedures</td>
<td>MSU Policy Manual</td>
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| Training                                  | EPAF [Electronic Personnel Action Form] – HR x4221  
|                                           | Leave Reporting and Time Sheets – Payroll x4354  
|                                           | Student Banner Training – Registrar x4321  
|                                           | Purchase Requisitions (PCard access) – Purchasing x4740  
|                                           | EEO/Ethics/Sexual Harassment/Child Protection  
|                                           | IT Security Awareness Training – KnowBe4 |
| Highlight helpful information they’ll need to know on becoming familiar with the campus. | Website University Organization Chart MSU Strategic Plan Campus maps |
|                                           | Designate a department “Rep” to help train or assist in a campus or college tour. |