



Checklist for New Employees- Full-time

Employee Name: _____

Employee To-Do List

On or before the first day of work:

- Complete online Criminal Background Check (HireRight). (**Background check must clear before you start working.**)
- Start Date: _____
- Visit Human Resources (AD 3.108) to turn in New Hire forms on or before the 1st day of work. (*Take voided check or bank employer direct deposit form, Social Security card, and proof of eligibility to work in the United States; see list of acceptable documents from your employment specialist*)

Within the first 30 days of work:

- Receive your UT Dallas Employee Number (UTID) from your department: _____
- Set up your NetID with your UTID to access your email account – you will receive an email from NetID Services
- Go to the Parking Services website and purchase your parking permit: <https://www.utdallas.edu/services/transit/park/> .
- After your department notifies you, go to the Comet Center for your UTD Employee ID card (Comet Card) (*Take photo ID*)
- Meet with your supervisor to cover the topics listed in the *Topics to be Covered by Department/Supervisor* section (*below*).
- Attend New Employee Orientation. Date: _____
- Schedule appointment and meet with Benefits Administrator. Date: _____
- Go to Facilities for your key (*if applicable*) after you are notified.
- Complete Compliance trainings. You will receive an email (to your Outlook account) with a personalized link to the training. See <https://www.utdallas.edu/compliance/training/> for more information.

Visit New Employee Resources

Designed to introduce new employees to The University of Texas at Dallas and to assist new employees with the transition to working in the university environment. Go to: <https://www.utdallas.edu/hr/employment/new/>

Information Covered in Orientation

- | | |
|--|---|
| <ul style="list-style-type: none"> • Introduction and History of UT Dallas • Information Technology & PeopleSoft • Payroll and Paid Time Off • Insurance Benefits & Retirement | <ul style="list-style-type: none"> • Parking, Police, Emergency Management Presentations • Wellness Center / Activity Center / Employee Program & Services • Information Security • Policies, Compliance & Institutional Equity |
|--|---|

Topics to be Covered by Department/Supervisor

Supervisors: Within first 30 days, please review and check off items as you address them with your new employee.

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Job Duties & Performance Expectations (provide a copy of the official job description to the employee) <input type="checkbox"/> Clarify Terms of Employment (Probationary Period, etc) <input type="checkbox"/> Work Schedule/Breaks/Lunch <input type="checkbox"/> Overtime Provisions (<i>nonexempt employees only</i>) <input type="checkbox"/> Requesting Time Off (<i>Galaxy, dept. procedures, etc.</i>) <input type="checkbox"/> Keys, Building Use, Security <input type="checkbox"/> Job's Importance to Department, School, and University Goals and Objectives <input type="checkbox"/> Department Safety Plan & University Emergency Procedures | <ul style="list-style-type: none"> <input type="checkbox"/> Equipment Use & Access (<i>computers, copy machines, etc.</i>) <input type="checkbox"/> Telephone Use/Etiquette/Voicemail/Directory <input type="checkbox"/> E-mail Account & Usage Tips <input type="checkbox"/> Emergency Notification Information <input type="checkbox"/> Interrelationships with other Departments/Key Contacts <input type="checkbox"/> Order University Business Cards (<i>if applicable</i>) <input type="checkbox"/> Department Organizational Chart <input type="checkbox"/> Review Code of Conduct https://www.utdallas.edu/conduct/ <input type="checkbox"/> Other _____ |
|---|---|

Sign when New Employee Checklist is completed (*file in department, copy to employee, copy to HR*)

Employee: _____ Date: _____

Supervisor: _____ Date: _____