



TEXAS A&M
HEALTH SCIENCE CENTER

NEW EMPLOYEE ORIENTATION CHECKLIST

THIS FORM IS TO BE COMPLETED BY SUPERVISOR OR HR LIAISON AND SENT DIRECTLY TO HR WITH THE FOLLOWING DOCUMENTS:

- 1. Signed background Authorization and Disclosure Form (or confirmation that HR has already done the check)
2. Verification of Degree(s) and/or Licensure Release Form, if applicable (unless previously sent with above background check)
3. PD signed by employee and supervisor (employee may sign on the first day)
4. Signed Offer letter
5. Signed Application (this can be signed by the employee on the first day)
6. Remind employee:
a. To bring their ORIGINAL Social Security Card (or they will be sent to get a duplicate)
b. To bring documents for employment eligibility (to satisfy I9 requirements)
c. Where to report on the 1st day. (Check with Valerie Townsend if unsure)

Department HR contact name and phone number: _____

New EE Name: _____ Job Title: _____
Start Date: _____ UIN: _____ (check box if new EE does NOT have UIN yet) ADLOC: 23- _____
PIN: H _____ or HR Tracking No: HR12- _____ Department Name: _____
Building/Campus location: _____ Room/office number: _____ Office phone: _____

Have you requested HSC email/computer account for new employee? [] Yes [] No
Does this position require an undergraduate or graduate degree? [] Yes [] No
Whether or not it is required, does the employee claim a degree on resume or application? [] Yes [] No
Employee Status [] Faculty [] Staff [] Student/Wage Pay Basis: [] Monthly [] Biweekly
Benefits Eligible: [] Yes [] No Direct Transfer: [] Yes [] No
Have you successfully enrolled employee in iBenefits? [] Yes [] No
Has employee completed six continuous months of service with the State of Texas? [] Yes [] No
Is employee subject to waiting period for State's Contribution to Health Plan Premium? [] Yes [] No
Prior ORP: [] Yes [] No ORP Eligible: [] Yes [] No
Prior State Service: [] Yes [] No Foreign Nat'l? [] Yes [] No
Will employee be working for another state agency while employed by TAMHSC? [] Yes [] No

The courses below are required by the Texas A&M Health Science Center. TrainTraq transcripts will be reviewed for all new employees that have been employed by the A&M System within the past year.

COURSE INFORMATION:

- [] 99004 Orientation to the A&M System (*) - One time requirement
[] 99003 Reporting Fraud, Waste and Abuse - every 4 years
[] 99002 Creating a Discrimination-Free Workplace - every 2 years
[] 99001 Ethics - every 2 years
[] 3001 Information Security Awareness - every 2 years
[] 11012 FERPA (Student Information) - every 1 year
[] Additional Training needed - refer to Position Description (**)

(*) Course must be assigned unless employee has previous TAMUS experience, in which case you will need to enter a completion.

(**)REFER TO THE THIRD PAGE OF THE SIGNED POSITION DESCRIPTION FOR ALL ADDITIONAL TRAININGS NEEDED

TO BE COMPLETED BY NEW EMPLOYEE:

All Employees:
Enter Records Retention Number here: _____

Males between the ages of 18 and 26: You must provide proof of registration with Selective Service.

Foreign Nationals (neither a U.S. citizen nor a Permanent Resident): You must register with Glacier. See your HR liaison.

Signature of New Employee: _____ Date: _____