

SHSU Employee Onboarding Checklist

New Employee Information <small>rev 01/2018</small>	
<input type="checkbox"/> Pre-Arrival Procedures	
o Activate SHSU user account and set password if necessary	Follow instructions provided in email from IT@SAM. IT@Sam Service Desk 936-294-4357 (4-HELP)
o Complete Onboarding Tasks	Go to Talent Management System link sent in e-mail from Human Resources (HR Benefits). Need help call – 936-294-1070, Option 1
o Parking Permit	Parking and Transportation 2424 Sam Houston Ave – 936-294-1800, Option 2 Set up parking payroll deductions online .
<input type="checkbox"/> Arrival Procedures – To Be Completed by Employee	
o Human Resources (HR) Orientation	Attend HR Orientation to complete required documents, to include direct deposit, insurance and retirement. Please see your HR Orientation date provided in HR Benefits email.
o Verify I-9 documents	At HR Orientation BRING I-9 ACCEPTABLE DOCUMENTS or go to Human Resources (HR) – John W. Thomason Building, Suite 202
o Provide original Social Security Card	At HR Orientation HR will make a copy so Payroll may verify name and SSN for payroll and IRS purposes.
o Obtain ID Card (Berkat OneCard)	Berkat OneCard office – Estill Building , Suite 230 – 936-294-2273 or at The Woodlands Center – One Stop Center – 936-202-5000. When you receive your Berkat OneCard in the U.S. mail, follow the activation instructions provided with your Berkat OneCard.
o Update all Banner Self Service Information	Instructions for Banner Self-Service Information
<input type="checkbox"/> Arrival Procedures – To Be Completed by Supervisor and Employee	
o Building Access- Keys	See your supervisor for any assigned building/key access
o Telephone	Verify telephone number with supervisor; Voicemail Instructions
o Review job duties	See your supervisor.
o Time Reporting and Leave Information (vacation, sick leave, other)	Supervisor will review leave policies and departmental process for reporting time and requesting/reporting leave.
o Do you need Banner access?	Check with your supervisor and enroll if needed. Sign up for Banner General Navigation Online through Talent Management. See Required Training below.
<input type="checkbox"/> Required Training – To Be Completed by Employee	
o Mandatory Compliance Training	See the New Hire Training Matrix on the Human Resources Professional Development and Training website . Access Mandatory Compliance training (My Sam>Employees tab>Human Resources>Talent Management>Learning>View Your Transcript) to complete assigned mandatory compliance trainings. Please complete the Security Awareness Training first.
o Professional Development Requirements	See FAQs for mandatory minimum hours of staff professional development training.

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<input type="checkbox"/> Benefits Information To Be Completed by Employee	
o Register your ERS Online Account	Verify your ERS mailing address, Benefit Elections and designate Life Insurance beneficiaries
o Aon Hewitt Dependent Eligibility Audit	If you enrolled an eligible dependent on your health insurance, please see ERS Dependent Eligibility Verification . FAQs
o Did you select benefits requiring Evidence of Insurability?	If yes, look for the email from Securian to complete the Evidence of Insurability (EOI) questionnaire. If approved, verify in ERS Online that coverage was added first of the month following approval.
o Temporary Medical ID Card	If you elected HealthSelect ; please register your personal account, print temporary ID card and select your Primary Care Physician (PCP). Need help – call toll-free 1-800-252-8039.
o Insurance changes	See HR (John W. Thomason Building). If full-time, make all changes before 30 days. If part-time, due to the 60-day waiting period, can only make health changes within 60-day waiting period.
o Designate Beneficiaries TRS – for Retirement or ORP – for Retirement (if eligible) ERS – for Life Insurance	TRS: Return TRS 15 form to TRS ORP: Contact ORP vendor ERS: ERS Online Account or call ERS toll free at 877-275-4377
<input type="checkbox"/> New Team Member Basics	
o Campus Map	SHSU Main Campus Map and The Woodlands Center
o Mail Procedures	Discuss with supervisor.
o Review SHSU Policies & Procedures	Review Sam Houston State University Policies here
o Holidays/Campus Calendars	Staff Holiday Schedule and Academic Calendar
o Professional Development and Training	Click here for more information
<input type="checkbox"/> Technology Basics	
o New Employee Technology Orientation	New Employee Technology Orientation video and handout .
o IT@Sam	Visit the IT@Sam page for more information.
o Shared Drives/File Structure	Receive information on departmental usage from your supervisor.
o IT@SAM Technology Tutorials	IT@Sam Technology Tutorials
o Email Setup for Smart Phones/Tablets	See Communications section in the IT@SAM Technology Tutorials
o KatSafe notification system	View KatSafe information here . Sign up for KatSafe messages here .
<input type="checkbox"/> Additional Resources	
SHSU Human Resources : 936-294-1070	SHSU Payroll : 936-294-1273
IT@Sam Service Desk : 936-294-4357 (4-HELP)	SHSU Parking and Transportation : 936-294-1800, Option 2
Bemarkat OneCard : 936-294-2273 Estill Building Suite 230	SHSU Facilities Management : 936-294-1868 Campus Notices
SHSU University Police Department (UPD) Non-Emergency: 936-294-1800, Option 3	SHSU University Police Department (UPD) If Emergency: 936-294-1000 or If Emergency extension 4-1000 on campus telephone