Week 1: New Employee Checklist

You’ve made it through your first week!

Use the following checklist to check off your first week’s tasks.

☐ Familiarize yourself with Texas State’s administration and structure for San Marcos and Round Rock campuses.

☐ Explore the websites of your department and division.

☐ Learn the names of your fellow department colleagues.

☐ Open Microsoft Teams to get started connecting with your new colleagues through IM and online meetings.

☐ Meet with supervisor to discuss your job responsibilities, performance expectations and performance management process.

☐ After you receive an email confirmation, obtain your picture ID from ID Services, located in the LBJ Student Center.

☐ Sign up to receive TXState Alerts.

☐ Learn to navigate SAP’s Employee Self-Service link and enter your time.

☐ Sign up for Direct Deposit within the SAP Portal once you are processed into the employment database.

☐ Purchase a parking permit with Parking Services after you are processed into the employment database and before your temporary permit expires.

☐ Install CrashPlan on your work computer and backing up your files.

☐ Learn where to access University Policies and Procedures (UPPS).

☐ Review the Staff Handbook.

  o Ask your supervisor or colleagues about the office policy where you work.
  o Learn about your department’s process for requesting leaves and absences (flex time, comp time, overtime, office lunch and break hours, etc.).
  o Learn about the procedures for phone usage, processes for long-distance calls, and online phone directories.

☐ Identify and schedule any required professional development workshops you need (e.g., travel, purchasing, People Admin, etc.)

☐ Join Texas State’s social media.

☐ Familiarize yourself with your surroundings in the San Marcos or Round Rock areas.