

Day 1: New Employee Checklist

Welcome to your first day at Texas State!

Report to your designated office location on day 1 of employment to meet your supervisor and fellow colleagues.

Use the following checklist to check off your first day's tasks.

- ☐ Receive a temporary parking permit in your NEW Welcome Bag from HR that is valid for the San Marcos and Round Rock campuses for two weeks. You will be able to purchase a parking permit for the [San Marcos](#) or [Round Rock](#) campus once you are processed into the employment system.
- ☐ Receive your [Net ID](#) for e-mail and your TXST ID number from your department.
- ☐ Complete the [NEW Staff Canvas course](#) which includes all onboarding information for a new employee, including day 1 new hire paperwork, benefits, leave, time administration, and more!
- ☐ Plan to attend the NEW Zoom Q&A Session if you are able. This is your opportunity to ask any questions you have related to beginning your employment and benefits with Texas State University.
- ☐ Bring [eligibility documents](#) to complete Form I-9 with your department.
- ☐ Verify outside employment for any potential conflicts of interest with your supervisor.
- ☐ Clarify initial assignments with your supervisor.
- ☐ Setup Outlook with your [Texas State email address](#).
- ☐ If needed, request a [long distance PIN](#) and [voicemail service](#).
- ☐ Learn about [all of the services](#) offered by the [IT Assistance Center \(ITAC\)](#).
- ☐ Inquire about a buddy or mentor to be available for questions or concerns.
- ☐ Tour your new department and building and make note of restrooms, break rooms or areas, fire exits, conference rooms, etc.