

## Dean of Students Office New Hire Checklist

### Before First day

	Forward application and resume to Business Manager to begin department personnel file	Supervisor
	Request NetID	Business Manager (Mary Ann Ortiz-Moerke)
	Generate PCR	Business Manager
	Forward signed Welcome Letter to Business Manager, must include new employee signature and starting salary	Supervisor
	Schedule New Employee Welcome, N.E.W., through <a href="#">N.E.W. Administrative Registration</a>	Business Manager
	Initiate E-verify and I-9 through <a href="#">HireRight</a>	Business Manager
	Contact building operations and facilities to obtain keys	Business Manager
	Obtain <a href="#">SAP security</a> required roles	Business Manager
	Request computer access account from Student Affairs Technology Services – SATS	Technology Liaison (Laramie McWilliams)
	Request voicemail setup and long-distance telephone code	Business Manager
	Obtain copy code for multi-function copier	Business Manager or Area's Administrative Assistant

### First Week

	Attend N.E.W. Part I	New Employee
	Complete E-verify and I-9 through <a href="#">HireRight</a>	Business Manager
	Obtain University ID card from ID Services, LBJ Student Center Room 2-9.1 – Wait for e-mail confirmation	New Employee
	Schedule staff photo for DOS website	Special Projects Coordinator (Rico Gonzalez)
	If applicable, apply for travel card from <a href="#">Travel Office</a>	Supervisor or Business Manager
	Review key sections from <a href="#">DOS Staff Handbook</a> <ul style="list-style-type: none"> <li>○ Time entry and leave policy, comp/flex/award, and vacation restrictions until 6 months in position</li> <li>○ Dress code</li> <li>○ Academic Courses</li> <li>○ <a href="#">TXST</a> and <a href="#">building safety</a> and emergency information</li> </ul>	Business Manager
	Meet staff and tour all DOS areas	Supervisor
	Sign and return <a href="#">Confidentiality Statement</a> to Special Projects Coordinator	New Employee
	If applicable, order name tag and business cards	Area Administrative Assistant
	Review <a href="#">DOS vision, mission, goals</a> and area specific vision, mission, and goals	Supervisor
	Explain <a href="#">performance management system</a> and create goals	Supervisor and New Employee
	Add Tech access. See supervisor for what is needed.	Supervisor and New Employee

### First month

	Attend N.E.W. Part II – HR will e-mail invitation	New Employee
	Complete <a href="#">Ethics Compliance Training</a> – Send Certification to HR	New Employee
	Schedule any necessary trainings (GATO, SAP, etc)	New Employee
	Review <a href="#">New Employee Required Notices</a>	Supervisor and New Employee

### First 3 months

	Attend the Student Affairs New Employee Orientation (VPSA Invitation)	New Employee
	Review <a href="#">professional development opportunities</a>	New Employee