

New Employee Checklist (for departments)

This checklist is designed as a tool for supervisors and administrative assistants to use while reviewing pertinent information that will assist new employees in acclimating to UT Dallas.

1st Day or Before-Forms

- Personal Action Form
- Personal Data Form
- W-4 and Copy of Social Security Card
- I-9
- Computer Access Request Form
- Selective Service Verification Form (if applicable)
- Comet Card Request Form
- Direct Deposit of Salary Form (if applicable)
- FERPA Responsibility Acknowledgement

*NOTE: Refer to the Employee Assignments Toolkit on the HRM web page for instructions on completing the forms.
<http://www.utdallas.edu/hrm/toolkits/>

1st Day-General

- Staff Introductions
- Dress Code
- New Hire Orientation - Schedule with HR x2221
- Parking Pass
- Pay Checks and Dates

1st Day - 1st Week -Hours of Work

- Work Week and Hours of Work
- Meal Breaks
- Attendance
- Required Overtime
- Work Schedule Changes
- Punctuality

1st Week-Department Structure and Functions

- Department Overview
- Organizational Chart
- Job Duties and Responsibilities
- Where to Get Help and Information
- Performance Standards
- Department Policies

1st Week-Housekeeping

- How to Use The Telephone
- Location of Supplies
- Keys and Key Control
- Equipment Use
- Business Cards
- Building Evacuation Plan and Extinguisher Location

1st Week-Leaves and Absences

- Vacation and Sick Leave Accrual
- Holidays
- Vacation Leave Requests
- Sick Leave requests

1st Week-Other

- Compliance Training
- Probationary Period (*Classified Employees Only)
- Annual Performance Reviews
- Campus Tour

1st Month and Beyond

- 1st Month Evaluation (*Classified Employees Only)
- 3rd Month Evaluation (*Classified Employees Only)
- 6th Month Evaluation (*Classified Employees Only)
- Annual Performance Appraisal