

NEW EMPLOYEE TRAINING CHECKLIST

NAME _____ STARTING DATE _____

JOB TITLE _____ SUPERVISOR _____

NEW EMPLOYEE PROCESSING

- _____ <http://aghr.tamu.edu/processing.htm> - employee reviews information and completes forms and required paperwork (includes required training, payroll, benefits and retirement information)
- _____ Organization of department, areas of responsibility (who does what), organization chart
- _____ Unit/department/section functions, mission statement, goals and objectives
- _____ Introduce in office/unit/building – send welcome email to department, office tours
- _____ Office culture, reward systems, annual/monthly events, newsletters

PAYROLL AND TIME REPORTS

- _____ Previous state employment verification and explanation of longevity pay
- _____ Paychecks – distribution and direct deposit, pay dates
- _____ Rate of pay
- _____ Time Traq – how to access, how to complete reports, due dates
- _____ Leave Traq – how to access, entries for sick leave, annual leave, jury duty, etc.
- _____ Request for leave procedures
- _____ AgriLife holidays

INFORMATION SYSTEMS

- _____ Department network and email account/passwords proper protocol
- _____ Department Web page and AgriLife web pages
- _____ AgriLife Policy/Rules and Procedure web pages, System Policies & Regulations
- _____ SSO, HRConnect, GreatJobs access, FAMIS/SIMS/Compass/BPP, other

HOURS OF WORK

- _____ Define work week – attendance and punctuality expectations
- _____ Starting and quitting time
- _____ Breaks and lunch
- _____ Overtime/compensatory time/flex hours
- _____ Calling supervisor if unable to work scheduled time or if late arrival

JOB PERFORMANCE

- _____ Duties and responsibilities – listed on position description – certify PD in GreatJobs
- _____ Performance evaluation/review – expectations, standards, frequency
- _____ Training, professional development, travel opportunities, committee opportunities

OFFICE ENVIRONMENT/EQUIPMENT

- _____ Keys and office security procedures
- _____ Telephone service procedures (what to say when answering, when someone is out of the office, directories, frequently called numbers, personal and long distance calls, transferring calls, placing calls on hold, etc.)
- _____ Mail service procedures, location of incoming and outgoing mail
- _____ Fire alarm, fire drill, evacuation plans, fire escape procedures
- _____ Supplies, business cards, nametags, nameplates
- _____ Office equipment (copier operation, FAX machine operation, shredding)
- _____ Coffee room/dues, kitchen facilities, soda/snack machines, bulletin boards location/use
- _____ Restrooms, water fountain, elevators, stairs, smoking area
- _____ Parking locations/rules

RIGHTS AND RESPONSIBILITIES

- _____ Conduct/appearance/dress code expectations
- _____ Housekeeping; sanitation
- _____ Bringing visitors to the office/worksite
- _____ Care of equipment, personal use
- _____ Confidential information and shredding
- _____ Changes in name, address, etc.
- _____ Where to get information and help
- _____ Travel and leave forms
- _____ Business card and charge card when appropriate

Other items: _____