



## NEW EMPLOYEE WORKSHEET

### Welcome to employment with Texas A&M AgriLife!

All new employees of Texas A&M AgriLife must complete new hire processing in order to:

1. Complete forms required by the payroll department.
2. Satisfy training requirements.
3. Receive policy information required by the State of Texas and The Texas A&M System.

Visit: <http://aghr.tamu.edu/processing.htm>

You will need the following information to complete this process:

Your **UIN**: \_\_\_\_\_

Your **employer**:         College of Agriculture and Life Sciences  
                                   Texas AgriLife Research  
                                   Texas AgriLife Extension Service  
                                   Texas AgriLife Extension Service—County Programs

Your department/unit: \_\_\_\_\_

Your ADLOC: \_\_\_\_\_

Your **email address**: \_\_\_\_\_

Your **employment classification**:         Budgeted employee\*                                (\*Benefits eligible)  
     Graduate Assistant\*  
     Wage employee

All new employees are required to complete the following on-line training courses through HR Connect:

- |   |  |
|---|--|
| <b>Creating a Discrimination Free Workplace</b> | <b>Ethics</b>                            |
| <b>Information Security Awareness</b>           | <b>Orientation to the A&amp;M System</b> |
| <b>Reporting Fraud, Waste and Abuse</b>         |  |

**If you are unable to complete these 5 courses on your first day, you must complete them within your first 30 days of employment.**

**Attention benefit eligible employees:** In order to have any insurance benefits begin on your date of hire, you **MUST** complete benefit enrollment on your date of hire or before.

All benefit-eligible employees may contact the Human Resources Office to ask questions, obtain assistance, or schedule an appointment to discuss benefits. Call (979) 862-8096 or email [vrwelch@ag.tamu.edu](mailto:vrwelch@ag.tamu.edu) for assistance. The AgriLife Human Resources office is located at:

Wells Fargo Bank Building  
 3000 Briarcrest Drive, Suite 504  
 Bryan, TX 77802