



TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Recruitment and Employment

Number: 02.01.02

SUBJECT: Employee On-Boarding Policy

I. PURPOSE AND SCOPE

This document outlines the general processes prescribed by the Department of Human Resources for new employee on-boarding and orientation. These actions are required of new employees to orient them to the mission of the university and their new work environment, to provide and obtain necessary information to enroll new employees in benefits, and to comply with state and federal laws.

The on-boarding and orientation requirements apply to all university employees--faculty and staff, full-time and part-time, student and non-student. To ensure enrollment on the university payroll, these activities must take place within the timetable provided. Faculty members are also required to attend the Opening Faculty meeting, which is conducted by the Office of the Provost at the beginning of each fall and spring semester.

II. DEFINITIONS

- A. Employee: Any person employed to perform a service for the university through the employment system and paid through the payroll system.
- B. Regular staff employee: A university employee who is employed for at least 20 hours per week on a regular basis for a period of at least 4-1/2 months, excluding students employed in positions for which student status is required as a condition of employment, and who does not hold a teaching and/or research position classified as faculty.
- C. Non-regular employee: An employee that does not meet the definition of a regular staff employee.

III. NEW EMPLOYEE ON-BOARDING

- A. On or before the first day of employment, the hiring department will instruct new employees to report to the Department of Human Resources for new employee sign-up which includes: the Personal Data Sheet, W-4 form, Employment

Eligibility Verification Form (I-9), TSU Ethics Verification form and any additional departmental requirements.

- B. On or before the first day of employment, the non-regular employee must complete sign-up in his/her department and in the Department of Human Resources.

All employees must attend New-Hire Orientation to complete and submit new hire paperwork, and to obtain necessary information about the University as well as compliance training. The employee will receive notice from the Department of Human Resources regarding the necessary paperwork to be completed and submitted during Orientation.

- C. On or before the first day of employment, the employee will be required to provide the information by completing the specified forms, and will sign a certification acknowledging receipt of state and university regulations. These actions are required to comply with state and federal laws and provide key employment information. Original documents verifying authorization to work in the United States must be presented (see Lists of Acceptable Documents, provided on page (3) of the Employment Eligibility Verification Form (I-9) to the Employment unit of the Department of Human Resources.

Depending upon benefit eligibility status, the employee may be provided with a packet of benefits information.

Regular staff employees will be provided the staff orientation schedule or will be notified by their supervisor of when they are scheduled to attend Orientation.

- D. A Personnel Action Form (PAF) should be submitted to the Human Resources Information System (HRIS) department at least five (5) days prior to the employee's first day of employment.

IV. NEW EMPLOYEE ORIENTATION

- A. New regular staff employees will arrange with their supervisors to attend new employee orientation prior to their start date. Orientation is conducted by the Department of Human Resources on the first business day of each month. In the event that an employee is unable to attend New Employee Orientation prior to their start state a special accommodation may be made if HR approval is granted.
- B. New Employee Orientation is conducted to accomplish the following goals:
- To emphasize the role of each employee in the academic mission of the Texas Southern University and in providing service to our student customers.

- To provide general information about the university and its employee services, benefits, and activities.
 - To provide information required by state and federal regulations and university policies.
- C. If not already submitted, the employee should bring to orientation any information requested by their hiring department or the Department of Human Resources.
- D. Each hiring manager is responsible for ensuring that their new employees are registered for and attend new employee orientation.

V. ORIENTATION - GENERAL

- A. In addition to formal university orientation programs, the employing department should introduce the new employee to his/her colleagues and co-workers, to the work area, to his/her job duties, and to any departmental rules or regulations.
- B. Formal faculty orientation is conducted twice a year at the beginning of the fall and spring semesters through the Office of the Provost. Faculty unable to attend fall faculty orientation may attend staff orientation throughout the year.

VI. REQUIRED TRAINING FOR ALL NEW EMPLOYEES

Required training for all new employees and required training for all managers/supervisors are addressed in MAPP 02.05.16.

VII. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President of Human Resources/ CHRO

Review: Every three years, on or before September 1

VIII. APPROVAL

Edward C. Ness
Vice President for Administration and Finance

John M. Rudley
President

Effective Date March 2016

[\[Click Here To View Revision History\]](#)

Addendum A

Department On-Boarding Program Checklist

Welcome the New Employee

- Review a copy of the employee's application. Be familiar with employee's experience, training and education.
- Review the job description with the employee, including the duties, responsibilities, and working relationships.
- Discuss the department's vision and goals with the employee. Explain the function of your department/division as related to the total University organization and how the employee fits in.
- Confirm that the employee is scheduled for the New Employee Orientation program.

Introduce Employee to Co-Workers

- Indicate to each co-worker the new employee's position.
- Explain the functions of each person as you introduce the new employee.

Show New Employee around the Facility

- Tour the department and/or building.
- Explain where lavatories, emergency exits, coffee areas, and parking facilities are located.

Introduce the New Employee to the Job

- Insure that new employee's working area, equipment and supplies are available.
- Explain the levels of supervision within the department.
- Provide the new employee with necessary or required training.
- Explain the use of:
 - Telephone (personal/company calls and codes)
 - Copy machines
 - Mail Procedures
 - Supply procedures
- Explain hours of work/overtime/call-in procedures.
- Give new employee department telephone number.
- Acquire emergency numbers for the employee.
- Review location of department's first aid equipment/supplies.
- Explain housekeeping responsibilities.
- Arrange for an "On-Board Buddy" for the first week of employment.

Future follow-up

- Set date and time within one week to cover any questions or concerns of the new employee.

Supervisor's Signature

Employee Signature

Addendum B
Employee On-Boarding Program Checklist

New Employee Checklist



Department of Human Resources and
Payroll Services

Before your hire date:

Have You...	
<input type="checkbox"/>	Returned signed letter of offer (if applicable) to your department
<input type="checkbox"/>	Reviewed Benefits information for University and State-sponsored benefits and retirement plans
<input type="checkbox"/>	Confirmed that your department has registered you for the New Employee Orientation session
<input type="checkbox"/>	If you are a new faculty member, confirmed the dates for the New Faculty Orientation with the Provost Office
<input type="checkbox"/>	Completed all of the forms in your new hire packet: http://hr.tsu.edu/forms-tools/

Within the first two weeks

	Have You	Information
<input type="checkbox"/>	Attended New Employee Orientation	Follow up with your manager and/or HR (713-313-7225) to confirm that you are enrolled.
<input type="checkbox"/>	Completed the required online training?	<ul style="list-style-type: none"> • Title IX/ Sexual Harassment (complete online if hired between June – August) • Ethics (complete online if hired between June – August) • Fraud Prevention (complete online if hired between June – August) • Diversity • Customer Service
<input type="checkbox"/>	Obtained your Tiger Card	Required document(s): PA Form/ T Number/ Offer Letter Visit: Student Center (2 nd floor) room 232
<input type="checkbox"/>	Obtained keys/ building access	Usually coordinated by home department
<input type="checkbox"/>	Obtained your TSU email account	Link to form: http://hr.tsu.edu/wp-content/uploads/2013/03/network_email_account_request.pdf (bring completed form and employee ID card) Visit: Hannah Hall room 320
<input type="checkbox"/>	Access MyTSUWeb	https://banner.tsu.edu:7777/pls/orasso/twbkwbis.P_GenMenu?name=homepage
<input type="checkbox"/>	Obtain Banner Access (if applicable)	http://hr.tsu.edu/wp-content/uploads/2013/03/banner_unix_account_request.pdf Contact: Office of Information Technology (OIT) - Hannah Hall 320

<input type="checkbox"/>	Obtain a parking permit	<ul style="list-style-type: none"> • Visit MyTSUWeb > log in> click on Parking Permits. • Once application is complete, print and return to the West Parking Garage (located at the intersection of Ennis street and Blodgett street) room A107
<input type="checkbox"/>	Complete direct deposit information	http://hr.tsu.edu/wp-content/uploads/2013/03/direct_deposit_authorization.pdf Visit: Payroll Office - Hannah Hall room 135
<input type="checkbox"/>	Sign up for MIR 3 (TSU campus alerts)	http://hr.tsu.edu/wp-content/uploads/2013/03/Mir3-Registration-and-Flier.pdf
<input type="checkbox"/>	Review University Policy and Procedures	http://www.tsu.edu/mapp/

About your job

- How the department is organized
- Your department's goals and mission
- The specific functions of your section/unit
- Who you report to
- Your duties and responsibilities
- Your specific work week and scheduled work hours
- How you will be trained and by whom
- The performance standards for your position
- If you are classified staff, what are the dates of your probation period
- How performance planning and evaluation is managed, by whom, and how often
- Your supervisor's expectations regarding attendance and tardiness
- The procedure for requesting time off
- The procedure for reporting absences
- When staff meetings are held
- Career development opportunities available to you

About your work environment

- Your colleagues and their job functions
- Your assigned work area and the office furniture and supplies you will be issued
- Who to call for service or assistance
- The dress code for your area or unit
- The rules regarding food in your area
- The proper operation and care of computers and office equipment
- How to use the phone systems and e-mail
- How to access the internet for TSU information and services
- Where the restrooms, fire exits and break room are located
- How to obtain/order office supplies or other tools or resources

About your pay

- Your rate of pay
- Of overtime is ever required and how it is managed
- The time recording procedure (and deadlines) for your area
- TSU paydays
- When your lunch period is and if it's flexible
- If breaks are permitted, and if so, how many
- Your accrual rate for sick days

- Your accrual rate for vacation days

- The University holiday schedule including winter closure in December

- The University paid and unpaid leave policies [University MAPPs](#)
- How jury duty, voting, bereavement, and military paid leaves are administered

About your rights and responsibilities

- The safety requirements of the job
- What formal training courses are required
- How to access information on the university policies and procedures that govern your employment
- The benefits, services, discounts and resources available to you and your family
- Rules for use of University resources
- The appropriate use of confidential information
- The University's policies of sexual harassment, drugs or firearms in the workplace, e-mail use, and other safety and security policies
- What to do if you are injured or suffer a work-related illness on the job (Contact Risk Management ext. 6859/ patrongmw@tsu.edu)
- What to do if you are requesting a work accommodation due to health reasons. (Contact HR at ext. 7521 HRhelp@tsu.edu)
- Campus resources available to you if you are experiencing problems at work
- The University's progressive discipline processes [University MAPPs](#)