Onboarding

Please complete all applicable steps below, in addition to completing any internal onboarding procedures you may already have within your unit. Managers should review with their employees any specific policies pertaining to the position or unit.

HUMAN RESOURCES

Actions for Employee and Manager Together:

1) NEWO: If employee is new to UT or returning after a significant break in service, enroll in a New Employee Welcome and Orientation (NEWO) session.
   https://hr.utexas.edu/current/new/new-employee-welcome-orientation

2) Review New Employee resources – central HR. Includes New Employee Welcome and Orientation (NEWO) information and registration, a New Employee checklist, New Employee Resources (insurance, retirement, leave, etc.), and Transfer of Prior State Service Credit and Leave Balances
   https://hr.utexas.edu/current/new

3) Review Probationary Employee information (if applicable). New, classified employees are considered probationary employees for the first 180 days of university employment as part of the selection and hiring process.
   - Policies: https://policies.utexas.edu/policies/probationary-employees
   - Tips: http://www.utexas.edu/hr/current/career/pm/probationary.html

INFORMATION TECHNOLOGY

Contact help@education.utexas.edu with any questions.

Actions for New Employee:

1) Register for Duo: https://utdirect.utexas.edu/apps/duo/register/

2) Claim Outlook mailbox: https://www.austin.utexas.edu/office365management

Action for Manager:

As far in advance of the employee’s first day as possible, submit completed ITO Onboarding Form to the ITO team at help@education.utexas.edu.

BUILDING ACCESS

Action Items for Manager:

Request keys and BACS access for new employee as needed.

1) Sanchez (SZB) Building Key requests: https://wikis.utexas.edu/pages/viewpage.action?pageId=187845815

2) Building Access and Control System (BACS) for after-hours access to SZB: https://wikis.utexas.edu/display/SZB/BACS+Building+Access+and+Control+System+access+for+restricted+access+hours

Resources:

- Sanchez (SZB) Building directions and map: https://education.utexas.edu/about/map-sanchez-building-brazos-garage
- Sanchez (SZB) Building info: https://utdirect.utexas.edu/apps/campus/buildings/nlogon/facilities/UTM/SZB/
- Campus map (interactive Flash map): http://www.utexas.edu/maps/flash/index.html