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, they should attend a **New Employee Welcome and Orientation (NEWO)** session.

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.

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. (A&P employees do not have a Probation period, but are disallowed from using vacation time during their first six months of employment.)
   - Policies
   - Tips

Actions for New Employee:

1) Review and update personal information in Workday using **COE Workday checklist**.

2) If a nonpayroll payment is expected, such as for financial aid, student payments, reimbursements, refunds, or scholarships, set up direct deposit at **My Bank Information** in UT Direct. **Payroll**/direct deposit information must be added or updated in **Workday** and is part of the employee’s Workday onboarding tasks.

INFORMATION TECHNOLOGY

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

Actions for New Employee:

1) **Register for Duo**
2) **Claim Outlook mailbox**

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**
2) **Building Access and Control System (BACS) for after-hours access to SZB**

Resources:

- Sanchez (SZB) Building directions and map
- Sanchez (SZB) Building info
- Bellmont (BEL) Building info
- Campus map (interactive Flash map)