Onboarding procedures - COE

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.

A) 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, New Employee Resources (insurance, retirement, leave, etc.), and Transfer of Prior State Service Credit and Leave Balances.

3) Review and complete New Employee Checklist.

4) 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.

B) 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.

C) BUILDING ACCESS

**Actions for Manager:**

Request keys and EPSS (formerly BACS) access for new employee as needed.

1) Sanchez (SZB) Building Key requests

2) Electronic Physical Security System (EPSS) for after-hours access (formerly BACS) to SZB

**Resources:**

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

D) OFFICE OF COMMUNICATIONS
**Actions for Manager:**

Email both coecommunications@austin.utexas.edu and coewebteam@austin.utexas.edu the information listed below about the new employee. They will set up a head shot appointment and add the new employee to the web site.

- Type of employee: Staff, tenured/tenure-track (T/TT) faculty, or non-tenure track (NTT) faculty
- Name
- EID
- Title
- Department
- Start date
- Office location (room number)
- Email address (personal and UT address, if available)

**E) FOR NEW FACULTY ONBOARDING ONLY:**

**Action for Executive Assistant:**

1) Review Faculty Salary Spread option with faculty member, and if they wish to participate, direct them to submit the Salary Spread Request Form to Payroll Services by August 31 for fall hires, or January 15 for spring hires.

2) Contact the Office of Instructional Innovation (OII) at oi2@utexas.edu with the information about the new faculty member listed below. They will contact the faculty member with information on their group and the services they can provide.

- Name
- EID
- Title
- Department
- Start date
- UT email address

Please send suggested additions to this list and notifications about broken links to COE-HR@austin.utexas.edu.