



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 Office 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 of the requirement for new employee sign-up, including: 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 Office 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 Office 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 Office 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 within thirty (30) days of their start date. Orientation is conducted by Human Resources on the first and fifteenth business day of each month.
- 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 Office 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: Executive Director for Human Resources 6/17/09

Review: Every three years, on or before December 1

VIII. APPROVAL

Jeri McShan
Vice President for Finance

John M. Rudley
President

Date of President's Approval: 06/24/09

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, 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