

## New Employee Welcome (NEW)

### HR Liaison Quick Guide to Success

#### BEFORE THE FIRST DAY

- Send a [welcome letter](#) or card from the supervisor and/or the department. This should be coordinated with the Hiring Supervisor.
- Assist employee as needed with completing and submitting the new hire paperwork. See [Payroll Services checklist](#).
- Discuss with the employee when to expect the first paycheck. See [Payroll Calendars](#).
- Give employee information on where to park for the first day.
- Determine if the new employee wishes to have health benefits begin on their Start Date. If so, ensure the employee will have access to [Workday](#) on the Start Date. See [Payroll Services checklist](#).
- Obtain UIN.
- Request access to required systems needed by the employee.

*Note: You will likely coordinate the above activities with the Hiring Supervisor. (See [Roles & Responsibilities](#).)*

#### THE FIRST DAY

- Personally welcome the new employee to the department.
- Assist employee as needed with completing and submitting remaining new hire paperwork and system access requests. This should be coordinated with the Hiring Supervisor. See [Payroll Services checklist](#).
- Provide UIN to employee.
- With employee, establish a [NetID](#); guide the employee on selecting a secure password.
- With employee, schedule employee for a TAMUNEW [New Employee Welcome Session](#) and/or Benefits [Orientation Session](#). This should be coordinated with the Hiring Supervisor.
- Show the employee <http://new.tamu.edu>.
- If the employee wishes to begin health benefits immediately, direct the employee to [Workday](#).

*Note: Refer to the [New Employee Orientation Checklist](#), provided by Human Resources, for a comprehensive list of activities to be performed and documented in the employee's personnel file.*

#### THE FIRST WEEK

- Review the steps for new employee benefit enrollment.
- Schedule employee for a division or department-specific orientation if applicable.
- Schedule employee to take the System-required training and other job-specific training as required by supervisor.
- Ensure the position description has been signed.

**New Employee Welcome**  
<http://new.tamu.edu>

**Human Resources**  
benefits@tamu.edu  
979.845.4141  
<https://employees.tamu.edu>

**Payroll Services**  
payroll@tamu.edu  
979.845.2711  
<https://payroll.tamu.edu/>

**Professional Development**  
PDinfo@tamu.edu  
979.845.4153  
<https://employees.tamu.edu/pd/>

**Departmental HR Liaisons Contacts**  
<https://employees.tamu.edu/findliaisons/>