

HSC Team Member Onboarding Checklist

| | |
|------------------|--------------------|
| Name: | Start Date: |
| Position: | Supervisor: |
| EUID: | EMPLID: |

Pre-Arrival Procedures

| | |
|---|---|
| <ul style="list-style-type: none"> o Activate EUID and set password if necessary | Visit https://ams.unt.edu/ . |
| <ul style="list-style-type: none"> o Complete Onboarding Tasks | Review "Invitation to Complete Onboarding" sent to your personal email. |

Arrival Procedures – To Be Completed by Supervisor & Team Member

| | |
|---|--|
| <ul style="list-style-type: none"> o Verify I-9 Documents with HSC HR | First, complete Section 1 of the I-9 in Electronic Onboarding. Schedule I-9 Verification Appointment. Visit 550 Bailey Avenue, Suite 330, Fort Worth TX 76107 for appointment. Remember to bring your Form I-9 Acceptable Documents to the Verification Appointment. |
| <ul style="list-style-type: none"> o ePAR (Electronic Payroll Action Request) | Your supervisor must process your hire ePAR after your I-9 documents are verified by HSC HR. |
| <ul style="list-style-type: none"> o Access/ID Card o Key/Cardkey for physical access | Complete forms and gather signatures from supervisor. Submit completed forms along with a selfie picture (clear headshot, plain background) to the Access Control office . |
| <ul style="list-style-type: none"> o Parking Permit | You must activate your EUID prior to this step. Purchase parking permit online . Print temporary permit after your purchase. Your sticker will be mailed to your home address. |
| <ul style="list-style-type: none"> o Review job description | Obtain job description and duties from supervisor. Review and ask questions, if necessary. |

Training Modules

| | |
|--|--|
| <ul style="list-style-type: none"> o New Team Member Orientation o Benefits Orientation | Orientation dates sent in your offer letter. Contact HSC HR if needed for registration links. |
| <ul style="list-style-type: none"> o Complete required new hire training during first week in Learn HSC | Training modules include: <ul style="list-style-type: none"> • HSC New Employee Onboarding • Compliance & Integrity Training Program for New Hires • Information Security Awareness Training • Bloodborne Pathogens & Biosafety Training (assigned based on role/department) |

New Team Member Basics

| | |
|--|---|
| <ul style="list-style-type: none"> o Campus Map | Interactive Campus Map . Printable Campus Map . |
| <ul style="list-style-type: none"> o Campus/External Mail Procedures | Discuss with supervisor, if needed. |
| <ul style="list-style-type: none"> o Facilities Work Orders | Submit a workorder . Instructions on how to submit a workorder . |
| <ul style="list-style-type: none"> o Review Policies & Procedures | Review Institutional Policies . |
| <ul style="list-style-type: none"> o Employee Portal | Employee Portal |

HSC Team Member Onboarding Checklist

| | |
|---|---|
| <ul style="list-style-type: none"> ○ Time Reporting & Submission of Leave (Vacation, Sick Leave, etc.) | <p>Supervisor will review leave policies and departmental process for approval and reporting of time worked and leave requested in the employee portal. Leave is requested under the eLeave file.</p> <p>Time entry training guides and employee leave guidance.</p> |
| <ul style="list-style-type: none"> ○ HR Websites | <p>HSC HR Website and UNT System HR Website</p> |
| <ul style="list-style-type: none"> ○ HSC Website | <p>HSC Website</p> |
| <ul style="list-style-type: none"> ○ Holidays/Campus Calendars | <p>HSC Daily News and HSC Holiday Calendar</p> |
| <ul style="list-style-type: none"> ○ Supplemental Training | <p>Supplemental training offered by Organizational Development & Engagement (ODE). LinkedIn Learning courses.</p> |
| <ul style="list-style-type: none"> ○ Internal Resources | <p>Insite (HSC Intranet) and Everyday Resources (administrative resources, facilities assistance, room scheduling, communication tools, business cards, etc.)</p> |
| <ul style="list-style-type: none"> ○ HSC Faculty/Staff/Department Directories | <p>Faculty & Staff Directory</p> |
| <ul style="list-style-type: none"> ○ HSC Faculty Profiles | <p>HSC Experts Portal</p> |
| <ul style="list-style-type: none"> ○ HSC Faculty Affairs | <p>Office of Faculty Affairs</p> |
| <ul style="list-style-type: none"> ○ Public Information Requests | <p>Public Information Requests. Contact HSC HR at 817-735-2690.</p> |
| <ul style="list-style-type: none"> ○ Personal Details | <p>Login to the employee portal and select the Personal Details tile to update your information such as: Emergency Contacts, Phone, Address, Preferred Name, State Service, Disability and/or Veteran Status.</p> <p>Note: You can update your highest education level obtained by emailing HR Records with a copy of an unofficial transcript.</p> |
| <ul style="list-style-type: none"> ○ Employee Self Service | <p>Login to the employee portal and view in the Employee Self-Service tab.</p> <p>View Paycheck, Direct Deposit, W-4, W-2 forms. Benefits Summary. Leave Balances. Total Rewards Statement.</p> |
| <ul style="list-style-type: none"> ○ HSC emergency alert system | <p>Sign up for HSC Red Alert</p> |
| <ul style="list-style-type: none"> ○ HSC IT Help Desk | <p>Helpdesk and Client Services</p> |
| <ul style="list-style-type: none"> ○ HSC Organizational Charts | <p>HSC Organizational Charts</p> |
| <ul style="list-style-type: none"> ○ Flexible Work Arrangement | <p>If applicable to your position, discuss your desired Flexible Work Arrangement with your supervisor. Supervisor approval, training and a form is required.</p> |

Technology

| | |
|---|--|
| <ul style="list-style-type: none"> ○ Equipment & Software | <p>Discuss any equipment or software needs with your supervisor. Contact the Helpdesk if a site license is needed for your role.</p> |
| <ul style="list-style-type: none"> ○ Printer/Copier/Scanner | <p>Copier/MFD Services</p> |
| <ul style="list-style-type: none"> ○ Shared Drives/File Structure | <p>Receive guidance on departmental protocol from your supervisor.</p> |
| <ul style="list-style-type: none"> ○ Security and Network Overview | <p>Receive guidance from your supervisor to protect the confidentiality, integrity, and availability of HSC IT resources. Your supervisor will be notified when you have completed the required security training.</p> |
| <ul style="list-style-type: none"> ○ Campus Wi-Fi Access | <p>Helpdesk and Client Services</p> |
| <ul style="list-style-type: none"> ○ Phone | <p>Receive phone number from supervisor. Set up your phone in Microsoft Teams.</p> |

HSC Team Member Onboarding Checklist

| | |
|------------------------------|---|
| o Microsoft Teams Chat/Meet | Welcome to Teams. |
| o Outlook/Webmail/Office 365 | Email usage guidelines. Regular email, contact management and calendaring should occur in the Outlook application on your computer. Office 365 Login – provides secure access to your Office apps in a web browser. Contact Helpdesk and Client Services if assistance is needed with Outlook access or set up. |
| o HSC Mobile Device Setup | Contact Helpdesk and Client Services if applicable and assistance is needed with set up. |
| o Calendar Sharing | Review calendar sharing needs with your supervisor. |
| o Approved Software List | Approved Software |
| o Brand Usage/Identity | HSC Brand Manual |
| o Canvas Access | Canvas Learning Management System |

Additional Resources

[Business Support Services](#) (Payroll, Travel, Procurement), 855-868-4357

[HSC HR](#), 817-735-2690. Address: 550 Bailey Avenue, Suite 330, Fort Worth, TX 76107

[Helpdesk and Client Services](#), 817-735-2192

[Facilities](#), 817-735-2182

[HSC Police](#) – Emergency: 911 or 817-735-2600. Non-Emergency: 817-735-2210

[Priority Care Clinic](#) – 817-735-CARE (2273). Address: 855 Montgomery Street, 3rd floor of Health Pavilion.