

HSC Supervisor Onboarding Checklist

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

Pre-Arrival Procedures	
<ul style="list-style-type: none"> ○ Access/ID Card ○ Key/Cardkey for physical access 	Complete and provide signed forms . Submit completed forms along with a selfie picture (clear headshot, plain background) to the Access Control office . Pick up badge and keys from HSC Police.
<ul style="list-style-type: none"> ○ Parking Permit 	Visit HSC Parking to purchase a one-day parking pass for the first day. Ensure your new team member is aware they must purchase a parking permit online .
<ul style="list-style-type: none"> ○ Physical Office 	Order needed furniture. Work with Property Control for surplus furniture, if necessary. Clean or rearrange the space, as needed. Provide basic office supplies. Consider supplies needed if team member is working remotely.
<ul style="list-style-type: none"> ○ Phone 	Request phone number creation or reassign phone number (need EUID/Empl ID to request creation of new). Provide phone number to team member. Order desktop phone or headset through HSC Telecom .
<ul style="list-style-type: none"> ○ Equipment & Software 	<ul style="list-style-type: none"> • Purchase new computer or send existing computer to HSC IT for reimaging. Submit ticket for new computer setup. • Discuss any equipment or software needs and if a site license is needed. • Identify current user to mirror (shared drives, printer, EIS – HRIS/FSS). If unsure, contact the Helpdesk for support.
<ul style="list-style-type: none"> ○ Submit tickets for role-specific technology access 	<ul style="list-style-type: none"> • Human Resources (ePAR, etc.), Payroll/Timekeeping and PeopleAdmin access: Submit the request via the employee portal. (Employee Self-Service > Employee Resources > Employee Access Request Form) • Financial Systems Support (FSS): Submit a ServiceNow ticket for access to requisitions or other person to person transactions, financial reporting, grants, budget information or other financial information. (Business Intelligence & Reporting > Financial Systems Support (FSS) and Access Control Executive (ACE) Request)
<ul style="list-style-type: none"> ○ Team Communication 	Send email to department/team/functional area to introduce the new team member with name, start date, role, and a brief bio.

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Preparing Your New Team Member

<ul style="list-style-type: none"> o Verify that the new team member has received onboarding instructions and has completed prior to first day.
<ul style="list-style-type: none"> o Remind team member to bring documents needed to complete new hire paperwork. I-9 Acceptable Documents. Confirm expectation to attend New Team Member and Benefits orientations (HSC HR schedules and includes orientation details on offer letter).
<ul style="list-style-type: none"> o Ask team member to contact HSC HR for any accommodation requests under the Americans With Disabilities Act.
<ul style="list-style-type: none"> o Call or email your new team member to welcome them and inform of: <ul style="list-style-type: none"> • expected arrival time for their first day and scheduled working hours • building address, parking options (including required parking permit purchase), office amenities, building access and maps. Printable Campus Map. • dress code requirements • work hours, pay frequency, overtime pay if applicable • any other questions regarding their first day
<ul style="list-style-type: none"> o Consider taking your new hire to lunch during their first week. Inform new team member of lunch plans, if applicable. Ask about any food allergies or sensitivities.
<ul style="list-style-type: none"> o Provide a contact name and phone number in the event of an emergency or delay.

First Day

<ul style="list-style-type: none"> o Welcome 	<p>Arrange to welcome the new team member on the first day. Print Team Member Onboarding Checklist and list of appointments/meetings for the first week. Conduct tour of the office and other places relevant to their job.</p>
<ul style="list-style-type: none"> o I-9 Verification 	<p>Assist New Hire as needed with completing and submitting remaining new hire paperwork. Ensure I-9 verification process has been completed.</p> <p>IMPORTANT: Your new team member can complete their I-9 verification prior to their first day, but it must be completed no later than 3 days after their first day to comply with federal law. Contact HSC HR for assistance as needed.</p>
<ul style="list-style-type: none"> o ePAR (Electronic Payroll Action Request) 	<p>Process your new hire's ePAR as soon as possible after the I-9 documents are verified by HSC HR. Attach signed offer letter.</p>
<ul style="list-style-type: none"> o Shared Drives/File Structure 	<p>Provide guidance on departmental protocols.</p>
<ul style="list-style-type: none"> o Access, Security and Network Overview 	<p>Ensure your team member can login to their computer, access drives and email. Provide guidance on how to protect the confidentiality, integrity, and availability of HSC IT resources. You will be notified by email to complete the account request when the required security training is completed.</p>
<ul style="list-style-type: none"> o Microsoft Teams Chat/Meet 	<p>Welcome to Teams.</p>
<ul style="list-style-type: none"> o Outlook/Webmail/Office 365 	<p>Discuss email usage guidelines. Regular email, contact management and calendaring should occur in the Outlook application on your computer. Add team member to distribution groups/lists.</p>
<ul style="list-style-type: none"> o End of day 	<p>End the first day with a short meeting to gather feedback, answer questions and make the team member feel welcomed and valued. Provide keys, badge and access information, as applicable.</p>

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First Week	
o Review job description	Review job description, job manuals or SOPs, org charts, pertinent contacts and important phone numbers.
o Review team goals	Review team OKR goals, strategic plans, priorities, HSC values and Strategic Roadmap . Provide a printed copy, if possible.
o HSC Organizational Charts	HSC Organizational Charts
o Campus/External Mail Procedures	Discuss with team member, if needed.
o Review Policies & Procedures	Review Institutional Policies .
o Employee Portal	HSC Employee Portal
o Physical Office	Submit workorder through Archibus to hang bulletin boards, artwork/certificates/degrees, etc. in office space.
o Driving a University Vehicle	Submit a Driver Request Form if the team member will be driving a University-owned vehicle.
o Time Reporting & Submission of Leave (Vacation, Sick Leave, etc.)	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. Time entry training guides and employee leave guidance .
o Payroll	Understand ePAR and Payroll deadlines , so that your team member is paid in a timely manner.
o Flexible Work Arrangement	If applicable to the position, discuss a Flexible Work Arrangement . Supervisor approval, completed form, and training for both supervisor and team member is required.
o Order name plate and/or office sign	Confirm name/credentials the new team member would like included. Submit ticket for signage creation.
o Order Business Cards	Confirm name/credentials the new team member would like included. Order branded items through the HSC Shop.
o New hire training completed during first week in Learn HSC	Training modules include: <ul style="list-style-type: none"> • HSC New Employee Onboarding • Compliance & Integrity Training Program • Information Security Awareness Training • Bloodborne Pathogens & Biosafety Training (assigned based on role/department)
o HSC Mobile Device Setup	Contact Helpdesk and Client Services if applicable and if assistance is needed with set up.
o Calendar Sharing	Review calendar sharing needs with your team member.

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.