New Employee Onboarding Guide for Supervisors

Congratulations on selecting your new employee!

Your new employees' first day will be dedicated to Day One-New Employee Orientation held by the Human Resources office. During this time, your new employee will receive vital information regarding employee benefits, university policies, department overviews, and mandatory training.

Once your new employee has completed their Day One- New Employee Orientation, they will then begin their new position within your department. As a supervisor, it is your privilege and responsibility to welcome your new employee to your department and to introduce them to the University's mission and values. The onboarding process begins when the employee meets with Human Resources on his/her first day and is continued when you meet with your new employee. This guide is intended to assist you in making that meeting productive and meaningful. The following information is included:

- Preparing for the New Employee and Onboarding Meeting
- New Employee Checklist
- UIW Helpful Information for New Employees *(received by the new employee from the Human Resources Office)*

If you have any questions regarding Onboarding a new employee, please contact the Office of Human Resources at 210- 829-6019.

Preparing for the New Employee

Before the Meeting

- Review the "New Employee Checklist" and be sure you have all the necessary information.
- Give some thought to what you will say about how your department and the employee's job supports the Mission.
- Be prepared to explain departmental policies/ procedures.
- Prepare employee's workstation- make sure it is clean and operational (phone, personal computer, office supplies, etc.).
- Be sure you have received an email address and PIDM (employee identification number) generated by HR. Contact HR if you have not received this information by the employee's first day of employment.

During the Meeting

- Welcome the employee and put him/her at ease. Remember, you are the employee's first and immediate connection to your department.
- Complete the "New Employee Checklist" with the employee. Use it as a guide for discussion about the University, your department, and the employee's job responsibilities.
- Establish one month & three month goals with the employee as appropriate. Make a copy of the goals for yourself and your new employee.
- Explain the introductory period of employment and that a formal evaluation will be conducted at six months.
- Provide the employee with their first project or assignment.
- Verify the email and PIDM received from Human Resources matches the information provided to the employee from orientation.
- Review job description with employee.

After the Meeting

- Meet with employee at the end of the day to answer questions and find out how the first day went.
- Continue to check in with new employee <u>every day</u> for the first two weeks.
- After the first two weeks, check in with new employee on a weekly basis, or more frequently as needed.
- Continue to provide regular informal feedback such as, what they are doing well, where they need to improve, and how they need to improve. Ensure they have the necessary tools and training to perform their job.
- Remind employee what they are doing is of value.
- It is vital to cover the "New Employee Checklist" on the first day the employee is in your department to ensure the success and quick acclimation of the employee to their new workplace.

New Employee Checklist

*This checklist should be completed with the employee's immediate supervisor. **Ideally, this should occur on the first day in your department.***

New Employee's Name: _____

- ☐ Introduction and discussion of how department mission and purpose supports the University's Mission

- ☐ Explain how the employee's job supports the Mission

- ☐ Review the employee's job description and explain duties, responsibilities, and expectations

- ☐ Introduce the new employee to co-workers in the department and provide an organizational chart

- ☐ Assign a mentor/go-to person within the department that new employee can ask questions regarding department procedures, processes, etc.

- ☐ Role of the Supervisor - Explain your own responsibilities, departmental priorities, and how the employee's job supports them

- ☐ Discuss how you and the employee will communicate (e-mail, phone, meetings, etc.). Explain communication preferences of each and frequency of communication

- ☐ Give a tour of the office and building including where to park, location of restrooms, location of copier, fax, mail stations, emergency exits, etc.

- ☐ Go over office protocol including employee's work hours, department office hours, lunch hour, appropriate attire, and overtime

- ☐ Give the employee a list of any regular meetings and other regularly scheduled items that the employee should place on their schedule

- ☐ Verify ID (PIDM) number and work email address with employee

- ☐ If appropriate, show the employee BannerWeb and how to login (https://bannerweb.uiwtx.edu)

- ☐ Show employee the online directory (http://www.uiw.edu/directory/), there is an App for smart phones

- ☐ Review vacation and sick leave policies and the procedures for requesting time off or calling in

Helpful Information for New Employees

☐ **Human Resources –** Administration Building (AD 425), Ext 6019, http://www.uiw.edu/hr
  ○ Complete and return all insurance enrollment forms to the HR office within 30 days from hire date
  ○ Must complete the Workplace Harassment Prevention Training within 30 days of employment. Instructions on how to access the training is located in the MyWord Portal under the "For Employees" tab.
  ○ Employee Handbook - found on the Human Resources Website
  ○ Workplace accommodation contact the Human Resources Office

☐ **Payroll Department** - Administration Building (AD 186), Ext 5860, http://www.uiw.edu/payroll
  ○ Web time entry for clocking in and out, applies to hourly employees at MyWord Portal
  ○ Instructional videos on Web time entry can be found at http://www.uiw.edu/payroll/web-time-entry-videos.html
  ○ First Paycheck - Direct deposit or pick up at Payroll on payday

Information Resources Division - http://www.uiw.edu/ird/index.html

☐ **Technical Support Services** - Student Engagement Center (SEC 41), Ext 2721, http://www.uiw.edu/ird/helpdesk/index.html
  ○ Telephone and voice mail – Contact Help Desk or submit a service request online at http://www.uiw.edu/ird/request-forms/help-desk-service-request-form.html
  ○ Update online directory list - https://my.uiw.edu/hr/directory-update-request-form.html
  ○ Computer access - Contact Help Desk or submit a service request online
  ○ Email - contact Help Desk or submit a service request online
  ○ Blackboard access - Contact Help Desk or submit a service request online

☐ **Enterprise Applications –** Library Basement
  ○ Request Banner access through the MyWord Portal. All new users to Banner are required to complete Banner Navigation Training via the Ellucian On Demand Subscription Library (ODSL)
    ODSL instructions may be found at: https://my.uiw.edu/ird/_docs/odsl.pdf

☐ **Web Development** – Library Basement
  ○ Contact Web development office to update department website information or to gain access to building and maintaining a department website

☐ **Facilities Management** - Administration Building (AD 80), Ext 6023, http://www.uiw.edu/facilities/index.html
  ○ Office Keys - complete a key request at http://www.uiw.edu/facilities/key-requests.html
  ○ Work Orders – Instructions on requesting a building maintenance or grounds-related work order visit http://www.uiw.edu/facilities/work-orders.html

☐ **Campus Engagement** – Student Engagement Center (SEC 3166), Ext 6034
- ID card – will need to provide employee ID number (PIDM), and job title to Campus Engagement

☐ **Business Office** - Administration Building (AD 190), Ext 6043, http://uiw.edu/busoff/
- **Parking Pass** – Register vehicle through the MyWord Portal, Cardinal Cars and print temporary parking permit. Parking and Traffic regulations found on the Business Office website.
  - Main Campus and McCracken House employees must go to the Business office to pick up their parking decal
  - Employees at Extended Academic Programs, Incarnate Word High School and St. Anthony Catholic High School, pick-up permit at their respective on–site Business Office
  - Employees at Feik School of Pharmacy, Physical Therapy School, Osteopathic School of Medicine, and Rosenberg School of Optometry, pick up their permit at their respective campuses
  - Visitors may obtain a temporary permit at the Visitor Information & Parking Office located at Mission Plaza (the Burr Rd. entrance)
- **UIW Commuter Meal Plan** – Employees may purchase meal points in increments of $25.00 plus tax through the MyWord Portal, UIW ePayment Center. Purchased meal points are transferred to your Employee ID card and can be used at any food location on campus

☐ **Environmental Health, Safety and Risk Management** – Administration Building (AD 171), http://www.uiw.edu/safety/
- Rave-Alert Emergency Notification System – Provides UIW community with updates on the status of the campus during unanticipated events such as severe weather and other emergencies. For more information about RAVE visit http://www.uiw.edu/emergency/ .
- You may verify enrollment in the RAVE alert system at https://www.getrave.com/login/uiw

☐ **Title IX and Compliance Office –**Administration Building (AD), room 444, http://www.uiw.edu/titleix/index.html
- Please review UIW's Sexual Misconduct Policy, Procedures and Resources available at www.uiw.edu/titleix
- Must complete the Mosaic: Prevent Sexual Violence Together within 30 days of employment
- Visit the MyWord Portal under the "For Employees" tab for instructions on how to access the training

☐ **Comptroller's Office –** Administration Building (AD 175), Ext 2747

- o Long distance calling form and cell phone stipend agreement contact the Comptroller's office

☐ **Communications and Marketing** – Buckley-Mitchell Advancement Center Ext 6001,
http://uiw.edu/pr/

- o The Word Today - e-newsletter about University events - emailed to your UIW email account daily
- o Request an event promotion - complete online form at http://uiw.edu/pr/preventform.html
- o UIW Style Guide – information on UIW Logo usage, and communication guidelines http://uiw.edu/styleguide/

☐ **Print Shop** - Administration Building (AD 48), Ext 3957, http://www.uiw.edu/printshop/

- o Order Business cards and Name Tags - visit the Print Shop

Helpful Numbers

Campus Ministry - 829-3128	Help Desk- 829-2721
Human Resources - 829-6019	Payroll- 805-5859
Registrar Office - 829-6006	Business Office- 829-6043
Wellness Center - 805-5872	Comptrollers – 829-2747
Accounts Payable – 829-6031	Purchasing -829-3999
Campus Police – 829-6030	Facilities - 829-6023
Post Office-829-3963	Risk & Safety-829-6035
Health Services - 829-6017	