

Day 1: New Employee Checklist

Welcome to your first day at Texas State!

New Employee Welcome (NEW) I is located in the J.C. Kellam Administration Building, Suite 460 at 8 a.m.

Use the following checklist to check off your first day's tasks.

- Bring requested forms and identification.
- Provide banking information for payroll purposes.
- Obtain [Net ID](#) from your department.
- Enroll for health coverage and other benefits.
- Purchase a parking permit for the [San Marcos](#) or [Round Rock](#) campus.
- Verify outside employment or any conflicts of interest.

After NEW I, you can go to your new office:

- Meet your supervisor and fellow colleagues.
- Clarify initial assignments with your supervisor.
- Setup Outlook with your [Texas State email address](#).
- If needed, request a [long distance PIN](#) and [voicemail service](#).
- Learn about [all of the services](#) offered by the [IT Assistance Center \(ITAC\)](#).
- Inquire about a buddy or mentor to be available for questions or concerns.
- Tour your new department and building and make note of restrooms, break rooms or areas, fire exits, conference rooms, etc.
- Mark your calendar for [New Employee Welcome \(NEW\) II](#).