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.