

Week 1: New Employee Checklist

You've made it through your first week!

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

- Familiarize yourself with Texas State's [administration](#) and structure for [San Marcos](#) and [Round Rock](#) campuses.
- Explore the [websites](#) of your department and division.
- Learn the names of your fellow department colleagues.
- Open [Microsoft Teams](#) to get started connecting with your new colleagues through IM and online meetings.
- Meet with supervisor to discuss your job responsibilities, performance expectations and [performance management process](#).
- After you receive an email confirmation, obtain your picture ID from [ID Services](#), located in the [LBJ Student Center](#).
- Sign up to receive [TXState Alerts](#).
- Learn to navigate [SAP's Employee Self-Service link](#) and enter your time.
- Sign up for [Direct Deposit](#) within the SAP Portal once you are processed into the employment database.
- Purchase a parking permit with [Parking Services](#) after you are processed into the employment database and before your temporary permit expires.
- Install [CrashPlan](#) on your work computer and backing up your files.
- Learn where to access [University Policies and Procedures \(UPPS\)](#).
- Review the [Staff Handbook](#).
 - Ask your supervisor or colleagues about the office policy where you work.
 - Learn about your department's process for requesting leaves and absences (flex time, comp time, overtime, office lunch and break hours, etc.).
 - Learn about the procedures for phone usage, processes for long-distance calls, and online phone directories.
- Identify and schedule any required [professional development workshops](#) you need (e.g., travel, purchasing, People Admin, etc.)
- Join Texas State's [social media](#).
- Familiarize yourself with your surroundings in the [San Marcos](#) or [Round Rock](#) areas.