

Pre- Day 1: New Employee Checklist

Congratulations on starting your new job at Texas State!

Use the following checklist to help you prepare for your first day.

- Review your welcome letter carefully for instructions on [New Employee Welcome \(NEW\)](#), which includes a day 1 [NEW Staff Canvas course](#) and [NEW Zoom Q&A Session](#).
- Note dates of any previous State of Texas employment to assist with completion of Prior State service paperwork found within the [NEW Staff Canvas course](#). Human Resources and any previous state agencies will verify this time and have your leave balances transferred, if applicable.
- Review transportation and parking information for [your office](#).
- Complete Form I-9 (received via e-mail from your department). Gather [required documents](#) to bring on Day 1 to finish the employment verification process.
- Review our [Benefits website](#) concerning decisions you need to make regarding benefits, health care, insurance, etc.(You must sign up within 30 days of starting your job, so you have time to get acquainted with your options.)
 - Make note of any questions you may have regarding your benefits options. You will receive an overview of your benefits within the NEW Staff Canvas course, but if you have any questions before or after NEW, please contact the Benefits Office at 512.245.2557 or hrbenefits@txstate.edu.
- Get excited! You are a Bobcat now! 😊