

Pre- Day 1: New Employee Checklist

Congratulations on receiving your offer letter!

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

- Review your offer letter carefully for instructions on required documentation for [New Employee Welcome \(NEW\) I](#).
- Make sure to bring all required documents to NEW I.
- Collect information about any prior state service and leave balances to provide during NEW I.
- Review driving directions and parking information for NEW I and for [your office](#) in the afternoon.
- 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 during NEW I, but if you have any questions before or after NEW I, please contact the Benefits Office at 512.245.2557 or hr@txstate.edu.