



New Employee Human Resources Orientation

Employee Name: _____

Supervisor: _____

Job Title: _____

Start Date: _____

REVIEW

- Employee Benefits
- Wage and Salary Administration Process
- Employee Code of Ethics
- Position Description
 - Sign and Submit to Human Resources
- How and who to notify about sick and vacation days

WELCOME and INTRODUCTIONS

Finance Staff will meet with new employee to:

- Identify emergency exits / assembly point and smoking area
- Provide a department and building map (if possible)
- Show where and how to obtain supplies
- Review the TATC website and demonstrate how to locate:
 - Employee Handbook
 - Policies and Procedures
 - Leave Request and Reporting Forms
 - Institutional Calendar
 - Requisition for Supplies and Equipment
 - Work Order for Facilities
 - Work Order for IT
 - Reimbursements
 - Faculty and Staff Directory

VP of Finance and HR (Print): _____

Signature: _____

Date: _____