

NEW EMPLOYEE WORKSHEET

Welcome to employment with Texas A&M AgriLife!

All new employees of Texas A&M AgriLife must complete new hire processing in order to:

1. Complete forms required by the payroll department.
2. Satisfy training requirements.
3. Receive policy information required by the State of Texas and The Texas A&M System.

Visit: <http://agriflifeas.tamu.edu/hr/careers-employment/dayone>

You will need the following information to complete this process:

Your **UIN**: _____

Your **employer**:
 College of Agriculture and Life Sciences
 Texas A&M AgriLife Research
 Texas A&M AgriLife Extension Service
 Texas A&M AgriLife Extension Service—County Programs
 Texas A&M Veterinary Medical Diagnostic Laboratory

Your department/unit: _____

Your ADLOC: _____

Your **email address**: _____

Your **employment classification**:
 Budgeted employee* (*Benefits eligible)
 Graduate Assistant*
 Wage employee
 Student

All new employees are required to complete the following on-line training courses through Single Sign On:
<https://sso.tamus.edu>

Creating a Discrimination Free Workplace #99002
Information Security Awareness #3001
Reporting Fraud, Waste and Abuse #99003

Ethics #99001
Orientation to the A&M System #99004

If you are unable to complete these 5 courses on your first day, you must complete them within your first 30 days of employment.

Attention benefit eligible employees: In order to have any insurance benefits begin on your date of hire, you **MUST** complete benefit enrollment on your date of hire or before.

All benefit-eligible employees may contact the Human Resources Office to ask questions, obtain assistance, or schedule an appointment to discuss benefits. Call (979) 862-8096 or email vrwelch@ag.tamu.edu for assistance.