



*to AgriLife!*

## **NEW EMPLOYEES & ONBOARDING**

Soon you will receive emails with many Tasks to complete for the Onboarding Process in Workday. It's very important that you complete these tasks. Check your Workday inbox several times per day as the steps will arrive in 3 phases. These tasks need to be completed as soon as you get them.

If your position is eligible for insurance benefits, you will receive an email about insurance enrollment AT THE END of the onboarding steps.

See link for the [Onboarding Checklist](#)

Single Sign On

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## NEW EMPLOYEES AND INSURANCE

There is a waiting period for the employer contribution. It will begin on the first of the month following your 60th day.

[See Employer Contribution Chart](#)

If you want to pay the higher premium to have coverage begin on your hire date, contact the Benefits Office.

Below is a one-page summary of TAMUS Benefits:

TEXAS A&M UNIVERSITY SYSTEM  
BENEFITS AT A GLANCE

***Here is the link to the entire [Benefits Guide](#) where you will***

*find detailed information about the benefit options and premium rates.*

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**If you need a synopsis of the Benefit options, please see this document.**

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## **GRAD STUDENT EMPLOYEES**

**For Grad Assistants - You will need to select the GRAD PLAN option when enrolling in health coverage. There are 2 plans offered to you, but that one is specifically for Grad employees...and it costs less!**

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## **OTHER BENEFIT INFORMATION**

HOLIDAYS, SICK AND VACATION LEAVE,  
TAX DEFERRED ACCOUNTS

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If you have questions about insurance, contact the  
Benefits Office at (979) 845-2423.

Email your questions to the Benefits department