



New Employee Checklist

MY UTC ID #:

MY Personnel #:

Email Address:

The New Employee Checklist is designed to assist new employees in identifying resources and establishing essential access to equipment, software, and information. This checklist should be reviewed and completed by the supervisor and new employee as necessary during the 6-month probationary review period.

1. _____ Conflict of Interest Form Must be Completed Within First 30 Days of Employment

The University of Tennessee's Fiscal [FI0125-Conflict of Interests Policy](#), requires **all regular faculty and staff** to disclose certain outside interests and activities. These disclosure requirements help prevent or minimize conflicts between an employee's outside interests and his or her university responsibilities.

Outside interests may include activities such as:

- Ownership or employment in an external business venture
- Serving on a non-profit or for-profit board of directors
- Outside employment of any kind

The Outside Interests Disclosure Form can be completed electronically. You will need your NetID (this may differ from your UTCID) and the UTC email address of your immediate supervisor to complete this form. Your NetID can be viewed in IRIS or obtained by contacting Human Resources at 423-425-4221.

<https://www.utc.edu/human-resources/conflict-of-interests.php>

2. _____ Net ID/UTC ID and Password

Your Net ID provides a single sign-on access to most applications and software programs used on campus. New employees can request their Net ID by contacting the Office of Human Resources at 423-425-4221 or the Information Technology Department at 423-425-4000. Need to create or reset your password? <https://www.utc.edu/information-technology/password.php>

3. _____ Mocs Card/UTC ID Card

Your Mocs Card is your official UTC ID card and can be obtained from the Mocs Card Office, 262 University Center, 423-425-2218. You can access the link below to view important information about the UTC ID card:

<http://www.utc.edu/auxiliary-services/mocscard/>

4. _____ Mocs Card Keyless Entry

Keyless entry is required to enter several buildings and classrooms on campus. Ask your supervisor or manager if you need any keyless access.

5. _____ Access to Appropriate Servers, Programs and Software Applications

Each university employee may have unique technology needs. Collaborate with your supervisor to identify all necessary servers, programs, and software that you will need to successfully complete the responsibilities of your position (An option for correctly identifying your technology needs may be to select a current employee within your department often a supervisor or someone in the same or similar role and ask IT to mirror that person's technology access.) To request installation, contact Information Technology at (423) 425-4000.

<https://www.utc.edu/information-technology/services/software-facstaff.php>

<https://www.utc.edu/information-technology/services/adobe-information.php>

6. _____ Parking Decal Purchase

General or reserved parking decals can be obtained in the Bursar Office on the 2nd floor of the University Center.

<https://www.utc.edu/auxiliary-services/maps.php>

Payment for decals may be made through tax-free payroll deduction or be purchased at time of pick up. You can access the link below to view the Auxiliary Services webpage for additional parking information or contact Parking Services by phone at 425-4051. <http://www.utc.edu/auxiliary-services/parking/parking-info.php>

7. _____ Office Keys

To request office keys, complete the Key Request Form with the help of your supervisor found here:

<http://www.utc.edu/facilities-planning-management/facilities-work-center/key-policy.php>

Keys must be picked up in person by the new employee at Facilities Planning and Management, 400 Palmetto Street, Suite 228. Questions can be directed to Facilities Planning and Management at (423) 425-4521.

8. _____ IRIS/SAP Access

Some position responsibilities regarding budget, payroll/time entry, position/employment management, approval of departmental actions, or viewing personnel information require access to IRIS/SAP, UT System's personnel management program.

Step 1: Supervisors may request new employee IRIS access by e-mailing Kristin Nalley at kristin-nalley@utc.edu.

Step 2: New employees must complete introductory IRIS training. **Once e-mail confirming access is received**, please contact Nikki Bonnington at (423) 435-1768 or nikki-bonnington@utc.edu to register for training.

Employees with questions regarding time entry may contact Jina Johnson at (423) 425-4014 or jina-johnson@utc.edu for assistance.

9. _____ Browse the IT Knowledge Base

Click on the hyperlink below for instructions on common IT requests, such as connecting to the UTC wired/wireless network, operating your office phone, or accessing your UTC emails. These articles are relevant to students, faculty, and staff. <http://www.utc.edu/itkb>

10. _____ UTC/RAVE Alerts

Employees are strongly encouraged to register for UTC's campus emergency alert system, RAVE. This is an optional text messaging service free to university employees. Important alerts regarding campus safety, security, emergency preparedness, and law enforcement updates will be sent directly to your phone. Register for these services via the following link below: <http://www.utc.edu/about/emergency-preparedness.php>

*UTC/RAVE Alert messages are also sent to all university employee email addresses

11. _____ Title IX Training Must Be Completed

All new UTC employees are required to complete an online education module, *Bridges: Building A Supportive Community*. The module provides instruction regarding mandatory reporting for sexual misconduct, relationship violence and stalking, and will take approximately 1 hour to complete. The employee will receive an email from Lawroom.com with a link to the module. Questions about this training should be addressed to Stephanie Rowland, UTC's Title IX Coordinator. You may contact her at (423) 425-4255 or Stephanie-Rowland@utc.edu.

12. _____ Business Cards

If business cards are desired, each department has a four-digit graphics arts password which will need to be obtained from your department administrator prior to ordering business cards. Speak with your supervisor.

13. _____ FERPA and Banner

Faculty and staff requesting access to student information are required to complete FERPA (Family Education Rights and Privacy Act) and Banner training provided by UTC. For more information on these training opportunities contact the Records Office at (423) 425- 4416 or visit their website:

<https://www.utc.edu/records/faculty-staff-information-training/faculty-and-staff-training.php>

14. _____ UTC Learn

Staff may need access to UTC learn, UTC's learning management system, to complete responsibilities. To register for training for UTC Learn please contact the Walker Center for Teaching and Learning at utclearn@utc.edu or 425-4188. UTC Learn resources are also available online at www.utc.edu/learn.

15. _____ Update Staff Directory Profile

Employees should update their staff directory profile once they have their UTC phone and email accounts established. The IRIS system will automatically create a directory entry for new employees, but important contact information needs to be added/revised by the new employee for accurate information sharing and access. Only employees are able to make modifications to their staff directory profile. To change your profile visit the link provided below and click on the *Login* icon to enter your Net ID/UTC ID and Password and provide updated information.

<https://people.utc.edu/eGuide/servlet/eGuide>

16. _____ Pay Statements, Leave Balance and Electronic W-2

To access your Pay Statements, update your information, view and enroll in electronic W-2 visit the Employee Self Service Portal by visiting: <https://irisweb.tennessee.edu/irj/portal>

17. _____ Probationary Review Period/Performance Management

According to the [HR0135-Probationary Period Policy](#), all newly hired regular staff employees, including those converting from temporary or student to regular appointments, shall serve a probationary period of six (6) calendar months in an active pay status with the university beginning with the first day of regular employment. Each regular staff employee shall have his or her work performance evaluated during this period. New employees should review the performance standards to be assessed during the probationary period with their supervisor for identification and discussion of expectations, goals, and development opportunities. Areas of responsibility found among the employee's Position Description (PD) may be used as a foundation for discussing performance expectations and standards. The Probationary Review form can be found by visiting the link below.

<http://www.utc.edu/human-resources/forms.php>