

New Hire Onboarding Schedule

	PRIOR TO ARRIVAL			
HR:	TASK	OFFICE	CONTACT	E-MAIL
	Request email account, MyMcM set up, Moodle access if needed, & phone set up	HR	L.Hughes	hughes.lecia@mcm.edu
	Prepare New Hire Packet	HR	R. Scott	scott.renee@mcm.edu
	Send new employee an employment offer letter	HR	L.Hughes	hughes.lecia@mcm.edu
	Schedule a time to complete new hire paperwork within first three days of start	HR	R. Scott	scott.renee@mcm.edu
	Notify webmaster of new employee information for online directory update.	HR	L. Hughes	hughes.lecia@mcm.edu
	Notify campus of new hire on start date	HR	L.Hughes	hughes.lecia@mcm.edu
SUPERVISOR:				
	Order business cards & name tag	Print Shop	L. Price	price.linda@mcm.edu
	Computer	IT	F. Famble	famblef@mcm.edu
	Order purchasing card, if necessary.	Acctg.	S. Gibbs	gibbs.shelby@mcm.edu
	Make sure the employee has someone to take them to lunch the first day	Dept.		
	Prepare a department cheat sheet on "lingo"	Dept.		
	Request office keys	Security	M. Odom	odomm@mcm.edu
	Request long distance calling code	VPFA	L. Williams	williall@mcm.edu
	Request/identify Xerox copy code for the department	Dept.		
	Ensure work area is ready for new hire's arrival.	Dept.		
	Make plans for someone to take new hire on campus tour and make introductions.	Dept.		
	UPON ARRIVAL			
1st DAY:				
	Meet with HR to complete new hire paperwork	HR	R. Scott	scott.renee@mcm.edu
	Meet with payroll/benefit coordinator	Payroll	B. Havard	havardb@mcm.edu
	Get an employee ID & parking permit	Stu. Affairs	S. Murillo	murillo.stephanie@mcm.edu
	Take a campus tour	Admission	K. Merritt	merritt.kellie@mcm.edu
	Identify location for print shop, post office, accounting office, etc.	Dept.		
	Get office keys	Security	M. Odom	odomm@mcm.edu
	Secure long distance calling code	Dept.		
	Secure copy code for the department	Dept.		
	Access campus directory/department contacts---who to call for what/numbers, etc.	Dept.		http://faculty-and-staff.mcm.edu/
	Sign up for McM Alert by going to: http://about.mcm.edu//alert/index.html	Stu. Affairs	S.Murillo	murillo.stephanie@mcm.edu
FIRST 2 WEEKS:				
	Meet with IT- learn about phone system, MyMCM portal, McMNet (Sharepoint)/Jenzabar	IT	F. Famble	famblef@mcm.edu
	Meet with Accounting Office- learn about purchasing policy, travel guidelines, etc.	Acctg.	S. Gibbs	gibbs.shelby@mcm.edu
	Meet with other constituents/colleagues on campus---other secretaries, directors, etc.	Dept.		
	Meet with HR- Access Handbook, payroll information, holiday schedule, org chart, etc.	HR	L. Hughes	hughes.lecia@mcm.edu
	Meet with Marketing & Communications- University Identity Guidelines/E-Mail Signature Info.	AVP-M&C	D. Manson	manson.daniel@mcm.edu
1ST 30 DAYS:				
	Return all benefit selection paperwork, if applicable.	Payroll	B. Havard	havardb@mcm.edu
	McMurry University Overview- history, traditions, mission, vision, core values, etc.	Cabinet		

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	Complete Campus SAVE Training/FERPA/Harassment Online Training	HR	L. Hughes	hughes.lecia@mcm.edu
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