

Pre-Arrival To-Do Items		Assigned To:
Action	Instruction	
ePOI	If new employee needs access to email prior to first day, the eFORMS initiator in the department should submit an ePOI and HR will approve.	Hiring Department, C/DBA
Office Space	Determine location for new employee within hiring department.	Supervisor/Hiring Department
Furniture Needs (Desk, chair, tables, etc.)	Contact Facilities, Maintenance, and Construction (FMC) for furniture surplus. Main Phone 281-283-2250.	Hiring Department
Technology Needs	Contact University Computing and Telecommunications (UCT) for computer surplus or to order new equipment. Main phone 281-283-2828 or supportcenter@uhcl.edu .	Hiring Department
UHCL email address/phone number	Contact University Computing and Telecommunications (UCT) for phone surplus or to order new equipment. Main phone 281-283-2828 or supportcenter@uhcl.edu .	Hiring Department
Office sign/Name Plate	Contact Facilities, Maintenance, and Construction (FMC) for name plate ordering. Main Phone 281-283-2250.	Hiring Department
Office Supplies	Follow normal departmental process for ordering office supplies.	Hiring Department
Office Keys	The Request for Access form must be completed and approved. UHCL PD Technical Services will receive request and notify the employee or Security Delegate that keys are ready for pick-up.	Dept. Security Delegate
First Day To-Do Items		Assigned To:
Action	Instruction	
Human Resources	You must complete Section 1: Employee Information on the Form I-9 and provide acceptable documentation on your first day.	Employee
UHCL ID Card	<p>Faculty and staff members may receive their Faculty/Staff Hawk Card, once they are an active employee in the system. ID cards cannot be provided for inactive employees.</p> <p>For more information, including a link to upload your ID photo, visit the Hawk Card website or contact Human Resources at 281-283-2160. Human Resources will contact you when the card is ready to be picked up.</p>	Employee

Building Access	The Request for Access form must be completed and approved. UHCL PD Technical Services will receive request and notify the employee or Security Delegate that access is granted.	Dept. Security Delegate
Parking	Purchase a parking permit through our Parking website at https://www.uhcl.edu/maps/parking/ and click on Purchase a Parking Permit. A temporary parking pass will be provided upon completing the purchase and an official parking sticker will be sent to your home address.	Employee
Business Cards	Employee: Select preferred business card style. Department: Contact Print Support Services to order cards. Main phone 281-283-2220 or ColorPrint@uhcl.edu .	Employee/Hiring Department
Benefits Election	Employee: If you are eligible for benefits, you have 30 days from date of hire to select and enroll in benefits. Coverage is effective the first day of the month following 60 days of employment. Human Resources will schedule a benefits election meeting to assist with the enrollment process.	Employee/Human Resources
New Employee Orientation	Human Resources hosts New Employee Orientation to acquaint participants with the organization, structure, and culture of UHCL. Human Resources will contact the new employee. Attendance is required.	Employee/Human Resources
Mandatory Training	Employees must complete mandatory training modules at their time of hire. If you are benefits eligible <u>you will receive communication from the UH System regarding your required training</u> . You have 30 days to complete the required modules.	Employee/Human Resources