

New Employee Onboarding Checklist

The MTSU Human Resource Services office is excited to have you as a new employee! Now that you have accepted your contract with Middle Tennessee State University, we want to help you navigate your way through the onboarding process. This Checklist is a resource to assist new employees with completing onboarding activities by their due dates. If you have any questions, please reach out to your supervisor or your assigned Benefits Specialist.

Before You Start

- ☐ Prior to your start date, reach out to discuss your schedule, office location, parking arrangements, and other details as necessary with your supervisor.
- ☐ Review and take action on the following emails that will be sent to you regarding:
 - Information Technology** (*sent to personal email account from Information Technology personnel*)
 - ☐ Setup MTSU Account ID information – attachments will be included
 - ☐ Access MTSU Email and PipelineMT Computer Accounts
 - Benefits**
 - ☐ Review benefit enrollment information which is sent to your *MTSU email account from HRForms@mtsu.edu*. Please contact your assigned Benefits Specialist identified in the Benefits email or call (615)898-2929 if you have any questions. Action is required within your first 30 days of employment but can be submitted before your hire date. Please note: System access (ex: timesheet access) may be limited until benefits processing is complete.
 - Required Forms**
 - ☐ Print and complete the following required forms: an [I-9 – Employee Eligibility Certification form](#), [W-4 Employee Withholding Certificate form](#), and [Direct Deposit form](#). Submit in person to Human Resources before or within the first three days of employment. Be sure to bring **ORIGINAL** appropriate documentation (typically driver's license *and* social security card – **or** – passport) to Human Resources located at 2269 Middle Tennessee Blvd.
- ☐ Other helpful information you may find useful:
 - ☐ [Printable Campus Map](#) and [Interactive Map](#)
 - ☐ [Employee Handbook](#)

First Day Checklist

- ☐ **Required Forms** (also listed above)
Print, complete, and submit in person the following required forms: an [I-9 – Employee Eligibility Certification form](#), [W-4 Employee Withholding Certificate form](#), and [Direct Deposit form](#).
 - Be sure to bring **ORIGINAL** appropriate documentation (typically driver's license *and* social security card – **or** – passport) to Human Resources located at 2269 Middle Tennessee Blvd.

- ☐ **Parking:** Employees that will be parking on campus are required to purchase a parking permit at an annual cost of \$130. Employees may elect to purchase a parking permit through monthly payroll deduction of \$10.83 per month.
 - Go to [Parking & Transportation Services](#) (205 City View Drive) to obtain a parking permit. A photo ID license plate # and M# (university employee number) are required.
- ☐ **BlueID:** The BlueID is your MTSU Campus ID. It provides free access to employees at the Campus Recreation Center, checkout privileges at the MTSU Walker Library, and discounts at many local merchants.
 - Go to the [BlueID office](#) (Student Services & Admission Center (SSAC), Room 112) to obtain your BlueID. A photo ID and M# (university employee number) are required.
- ☐ Meet with your supervisor to tour the department, meet your coworkers, and explore your workspace.
- ☐ Meet with your direct supervisor to discuss work responsibilities, expectations, etc.
- ☐ Discuss time entry procedures with your supervisor. Additional information is provided online for [administrative](#) (exempt) and [classified](#) (non-exempt) employees.
- ☐ Obtain access codes and/or keys.
- ☐ Set-up and personalize [voicemail](#).
- ☐ Your supervisor may add specific tasks.

Within First Two Weeks

- ☐ Meet with your supervisor to talk about how your first two weeks are going and discuss continued work plans.
- ☐ Check your [onboarding portal](#) for required training. Communication will also be sent via MTSU email.
- ☐ Sign up for [Rave Alert – MTSU Critical Notification Alert System](#), which notifies you of campus security issues and severe weather alerts. Click [here](#) for more information.
- ☐ Your supervisor may add specific tasks.

Within First 30 Days

- ☐ If you have not already done so, complete your benefits enrollment. Please contact your assigned Benefits Specialist identified in the Benefits email or call (615)898-2929 if you have any questions or need assistance.

Days 31 – 90

- ☐ Meet with your manager to talk about how your first month(s) is/are going.
- ☐ Meet with your manager to discuss future work plans and receive feedback on your work performance.
- ☐ Acknowledge probationary review completed by your supervisor.