New to the Biology Instructional Office - Getting Started Checklist

Welcome to the Biology Instructional Office at The University of Texas at Austin! To help you get started and connected here's a list to assist you with what you need to do within your first month on the job.

BIO CONTACT INFO

- Natalie Potts  
  512-471-1147 (office)
- Allan Bonin  
  512-232-2713 (office)
- Greg Browning  
  512-232-7073 (office)

IT SUPPORT

CNS ITS

Your First Day

- You'll want to visit the university's "Getting Started: New Employee Checklist" page.

- Get your ID Card and EID - Go to the ID Center, located on the first floor of the FAC, to get your ID card and high-assurance UT Electronic Identification (EID). This first step is very important. You'll need your high-assurance EID to access most online services. Be sure they get Proximity access from your building manager. This will allow you entrance into your building outside of daytime hours.

- Complete "My Paycheck Profile" (EID required) - This handles your PO-8, W-4, paycheck distribution, and other related items.

- Employment Eligibility - Review the lists of acceptable identification and work eligibility documents for the Form I-9. (For more information UT offers an I-9 Training presentation.)

  You must provide these identification and work eligibility documents to your department by the third work day.

- Acknowledge the Ethics Statement - You can complete the (English version online, El español forma debe ser devuelto a su departamento.

- Selective Service Eligibility If you're male, fill out a Selective Service Eligibility and Verification Form [PDF] and return it to your department. If you're a male between the ages of 18 and 25 you also need to provide a copy of your verification.

- Driving record - If you'll be driving a university vehicle, see the UTDRIVERS Web site for information on required driver's training.
Conflicts of Interest Policy - Read both the policy and the statute of law concerning conflicts of interest within three business days.
NOTE: Subchapter C, 572.051.(c)(2)(A) specifies, “Each state agency shall distribute a copy of the ethics policy and this subchapter to each new employee not later than the third business day after the date the person begins employment with the agency.”

Your First Week

Employee Information - Complete your employee biographical information and your veteran status information.

New Employee Orientation - If you're benefits eligible, register for New Employee Orientation. Read more about New Employee Orientation.

Insurance Selections - After receiving insurance information and forms in the new employee orientation, you must make your insurance selections and return the completed forms to the Human Resource Service Center within the first 31 calendar days of employment. Otherwise, you'll default into the basic coverage package (full-time employees only; part-time employees will forfeit insurance coverage altogether if the forms aren't submitted).

Compliance Training - Begin your compliance training. The Sexual Harassment and Equal Employment Opportunity modules are mandated by the state, but the remaining modules are required by the university. For alternate methods of taking the training, call the compliance training coordinator at 512-232-7842.

Read the Employee Compliance Guide - Print and return the signed acknowledgment form to your department.

Supervisor Meeting - Talk with your supervisor about your job description, performance expectations, probationary period, and performance evaluation.

E-mail Account - Sign up for your free employee e-mail account. You must have an active appointment and a completed My Paycheck Profile to activate your e-mail account.

Keys and Building Access

The new employee's supervisor should send an e-mail request for any key or building Proximity Card Access directly to the appropriate person listed below.

The request should include: the individual’s name and EID, and exactly which buildings and rooms s/he will have access to.

If building access includes BME, MBB, NHB, or NMS, the student or employee's UT ID card (must be proximity-enabled through the UT ID center) will be activated to serve as a Proximity Access card.

In cases where a person needs only temporary access, such as a teaching assistant, an undergraduate lab assistant or a rotating graduate student, the supervisor (or instructor) should include an expiration date for the building or room access.
Requests for access to buildings using the Proximity Access system will be routed to the appropriate building manager. For troubleshooting or questions, contact:

**BME Proximity Access:** Chris Cooper, chris.cooper@mail.utexas.edu, BME 3.314A, 512-850-6571

**MBB Proximity Access:** Rob Newton, rob.newton@austin.utexas.edu, MBB 1.220A, 232-4315

**NHB Building Proximity Access:** David Jones, david.jones@austin.utexas.edu, NHB 1.404, 471-5909

**NMS Building Proximity Access:** Edward Kohler, ekohler@austin.utexas.edu, NMS 1.308, 475-7903

**All Keys** for interior doors and rooms in ACA, BIO, BME, PAI, PAT, NMS or WEL: Katherine Reynolds, katereyn@austin.utexas.edu, BIO 311A, 232-5685

**Locknetics:** Katherine Reynolds, katereyn@austin.utexas.edu, BIO 311A, 232-5685

- **Parking Permit** - Get your parking permit in person at the Parking and Transportation Services offices. Remember to take the form given to you by your department. If you don't plan to commute by car, check out alternative transportation options.

- **Timesheets** - Go to your electronic timesheets and choose the appropriate reporting group in the timesheet system, if necessary. Ask your supervisor if you're unsure which group to choose.

- **Compliance & Ethics Hotline information** – Information sheet is posted in NHB 2.620.

**Your First Month**

- **Insurance Forms** - If you're benefits eligible, return your completed insurance and retirement forms to Benefit Services. If you don't return the forms within the first 31 calendar days of your employment, you'll default into the basic coverage package (full-time employees) or you'll forfeit your insurance coverage altogether (part-time employees).

- **Compliance Training** - Make sure you've completed your compliance training.