NEXT STEPS CHECKLIST

*First check will be direct deposited on ___________*
(unless you were not able to set up direct deposit)

Check your Pay Stub to determine if your check went to Direct Deposit or was a paper check.

- Campus Tools
- My Sam
- Campus Resources
- Banner Self-Service
- Employee
- Pay Information
- Pay Stub
- Display
- Click on the date to view your pay stub
- Scroll to the bottom of the page and look for “Check or Direct Deposit”

If you will be receiving a paper check, you will need to pick it up in the Bursar’s office, located on the first floor in the Estill Building, on pay day (please bring your ID).

**Immediately (next business day)**

- Do I need Banner Training? – Check with supervisor
  - Sign up for Banner General Navigation Online through Talent Management first
  (Campus Tools/MySam/Employees/Talent Management/Browse for Training/Banner)
- Missing Documents
  - Get them to HR by __________________
- ID Card – BearkatOne Office
  Estill Building, Suite 230
  936-294-2273
- Parking Permit – University Police Department – (ask about payroll deductions)
  2424 Sam Houston Ave
  936-294-1794

**Within 7 days**

- Benefits requiring Evidence of Insurability?
  - Watch for the email from Minnesota Life with link to complete.
- Want to see what benefits you enrolled in?
  - Check [www.ers.state.tx.us](http://www.ers.state.tx.us) (register account)
  - You can also designate life insurance beneficiaries here.

Notes:

____________________________________________________________________________
Within 30 days

____ Do you want to make any insurance changes?

   See HR before 30th day, (60th day for part-time health changes only).

____ Designate Beneficiaries

   - TRS (Retirement- not ORP) – needs to be notarized, return form to TRS
     - 800-223-8778 or www.trs.state.tx.us
   - ERS (Life Insurance) – needs a witness signature, return form to ERS
     - 877-275-4377 or www.ers.state.tx.us
   - ORP (if eligible) – designate with the company you chose

____ Do you need a temporary ID card for medical insurance?

   - Register your account with www.myuhc.com and print ID temporary ID card

____ Required Training:

   - EEO
   - Security Awareness Training
   - Recognizing and Reporting Child Abuse
   - Title IX
   - IT – Non-Disclosure Agreement

   (This list may not be all inclusive, check Talent Management under “New Hire”)