Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy HR-14
New Employee Benefits Orientation

SUBJECT: New Employee Benefits Orientation

PURPOSE: To provide a standard procedure to ensure that all faculty, staff, and insurance eligible graduate student employees attend a New Employee Benefits Orientation upon their appointment to a benefits eligible position at Sam Houston State University. The orientation session will include topics such as benefits, University policies, and state mandated training on state and federal employment related laws.

POLICY: It is the policy of Sam Houston State University (University) that all faculty, staff, and insurance eligible graduate student employees will complete New Employee Benefits Orientation on or before their first active-duty date in a benefits eligible position. All personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

CONTENTS:

1. Procedure

a. It is the Department Head's responsibility to make sure that each benefits eligible faculty, staff, and graduate student employee is aware of their eligibility status.

b. Department Head's shall allow and coordinate the employee's completion of the orientation session before or within three business days of the employee's first active-duty date. Time does not allow for individual sessions. More information can be found at: https://www.shsu.edu/dept/hr/employment/gettingstarted.html.

2. New Employee Benefits Orientation

a. The paperwork completed for orientation includes the documents necessary to initiate an employee's Payroll setup. An employee cannot be paid unless these documents are completed and received by Human Resources before the appropriate Payroll deadline.

b. In addition to the other documents necessary for Payroll setup, insurance enrollment forms must be completed within 30 days of the first active-duty date or before the end of the employee's eligibility period (when applicable). Following the initial insurance enrollment period, the next opportunity to apply for insurance coverage (without a qualifying life event) is during the next Summer Enrollment period.

c. Participation in the state retirement plan is mandatory for benefit eligible staff and faculty employees. More information about retirement plans is available at: https://www.shsu.edu/dept/hr/benefits/retirement.html.

d. New Employee and other required compliance training provided online, as required by State law.

Reviewed by: Rhonda Beassie, Associate VP for People and Procurement Operations-August, 2022