

New Employee Checklist

My UTC ID:

My Personnel #:

Email Address:

The New Employee Checklist is designed to assist new staff employees in identifying resources and establishing essential access to equipment, software, and information. This checklist should be reviewed and completed by the supervisor and new employee during the 6-month probationary review period.

1. _____ Net ID/UTC ID and Password

Your Net ID provides access to most applications and software programs used on campus. New employees can request their Net ID by contacting the Office of Human Resources at 423-425-4221 or the Information Technology Department at 423-425-4000. Need to create or reset your password?

<https://www.utc.edu/information-technology/password.php>

2. _____ Duo Two-Factor Authentication

Some University systems (IRIS, K@TE, Taleo, etc.) require Duo [Two-Factor Authentication](#) for login. To sign up for Duo Two Factor Authentication, click [HERE](#).

3. _____ Outside Interest Disclosure (Must be Completed Within First 30 Days of Employment)

The University of Tennessee's Fiscal [FI0125-Conflict of Interests Policy](#), requires **all regular faculty and staff** to disclose certain outside interests and activities. These disclosure requirements help prevent or minimize conflicts between an employee's outside interests and his or her university responsibilities.

Outside interests may include activities such as ownership or employment in an external business venture; serving on a non-profit or for-profit board of directors; or outside employment of any kind.

To file an Outside Interest Disclosure, please follow the instructions below:

- Sign in to the [My IRIS Web Portal](#) with your NetID and Password
- Click on the **Employee Self-Service tab**
- Click on the **Personal Information link**
- Choose the **Outside Interest Disclosure link** and follow the instructions on the screen for completion.
- Once the form has been accessed, employees can use the Help and Video buttons at the top of the screen for additional information or to watch a brief video explaining the form. After completing and submitting the form, it will be routed electronically through the review process.

For more information, visit the [IRIS outside interest disclosure help](#) website. For issues regarding access or completion of the OID form, please email irishelpdesk@tennessee.edu.

4. _____ Mocs Card/UTC ID Card

Your Mocs Card is your official UTC ID card and can be obtained from the Mocs Card Office, 262 University Center, 423-425-2218. You can access the link below to view important information about the UTC ID card: <http://www.utc.edu/auxiliary-services/mocscard/>

5. _____ Mocs Card Keyless Entry

Keyless entry is required to enter several buildings and classrooms on campus. Ask your supervisor or manager if you need any keyless access.

6. _____ Access to Appropriate Servers, Programs and Software Applications

Each university employee may have unique technology needs. Collaborate with your supervisor to identify all necessary servers, programs, and software needed to successfully complete the responsibilities of your position (An option for correctly identifying your technology needs may be to select a current employee within your department, often a supervisor or someone in the same or similar role, and ask IT to mirror that person's technology access.) To request installation, contact Information Technology at (423) 425-4000.

<https://www.utc.edu/information-technology/services/software-facstaff.php>

<https://www.utc.edu/information-technology/services/adobe-information.php>

7. _____ Virtual Parking Permits

All vehicles parked at UTC must have a valid permit and be parked in a valid space, nose first. Payment for virtual parking permits may be made through tax-free payroll deduction, or paid in full at the time of purchase. Please visit [How to Purchase a Permit](#) for additional information. If you have questions or encounter any issues, please email Parking@utc.edu or call 423-425-4051.

8. _____ Office Keys

To request office keys, complete the Key Request Form with the help of your supervisor:

[Key Policy and Request Form](#)

Keys must be picked up in person by the new employee at Facilities Planning and Management, 400 Palmetto Street, Suite 228. Questions can be directed to Facilities Planning and Management at (423) 425-4521.

9. _____ IRIS/SAP Access

Some position responsibilities regarding budget, payroll/time entry, position/employment management, approval of departmental actions, or viewing personnel information require access to IRIS/SAP, UT System's personnel management program.

Step 1: Supervisors may request new employee IRIS access by e-mailing Melita Rector at melita-rector@utc.edu.

Step 2: New employees must complete introductory IRIS training.

Once e-mail confirming access is received, please contact Nikki Bonnington at (423) 435-1768 or nikki-bonnington@utc.edu to register for training.

Employees with questions regarding time entry may contact Jina Johnson at (423) 425-4014 or jina-johnson@utc.edu for assistance.

10. _____ Procurement Card Training

University departments acquire goods and services to meet operational needs. The University's Procurement Card Program provides a more efficient, cost-effective alternative for departments to make necessary purchases. Procurement Card Training reviews UT System policy [FI0530 – Procurement Cards](#), and the responsibilities Procurement cardholders at UTC. If your supervisor has identified you as a cardholder, you are required to complete the Procurement Card Training. To access the training, click [HERE](#).

11. _____ Browse the IT Knowledge Base

Instructions for common IT requests, such as connecting to the UTC wired/wireless network, operating your office phone, or accessing your UTC emails may be found at: <http://www.utc.edu/itkb>

12. _____ UTC/RAVE Alerts

Employees are strongly encouraged to register for UTC's campus emergency alert system, RAVE. This is an optional text messaging service free to university employees. Important alerts regarding campus safety, security, emergency preparedness, and law enforcement updates will be sent directly to your phone. Register for these services via the following link: [UTC-ALERT New User Registration](#)

*UTC/RAVE Alert messages are also sent to all university employee email addresses

13. _____ Business Cards

If business cards are desired, each department has a four-digit graphics arts password which will need to be obtained from your department administrator prior to ordering business cards. Speak with your supervisor.

14. _____ Title IX Training Must Be Completed

All new UTC employees are required to complete an online education module, *Bridges: Building A Supportive Community*. The module provides instruction regarding mandatory reporting for sexual misconduct, relationship violence and stalking, and will take approximately 1 hour to complete. The employee will receive an email from Lawroom.com with a link to the module within the first 30 days of employment. Questions about this training should be addressed to Stephanie Rowland, UTC's Title IX Coordinator. You may contact her at (423) 425-4255 or Stephanie-Rowland@utc.edu.

15. _____ FERPA and Banner

Faculty and staff requesting access to student information are required to complete FERPA (Family Education Rights and Privacy Act) and Banner training provided by UTC. For additional information, contact the Records Office at (423) 425- 4416 or visit: <https://www.utc.edu/records/faculty-staff-information-training/faculty-and-staff-training.php>

16. _____ UTC Learn

Staff may need access to UTC Learn, UTC's learning management system, to complete responsibilities. To register for training for UTC Learn please contact the Walker Center for Teaching and Learning at utclearn@utc.edu or 425-4188. UTC Learn resources are also available online at <https://utc.edu/learn>

17. _____ Update Staff Directory Profile

Employees should update their staff directory profile once they have their UTC phone and email accounts established. The IRIS system will automatically create a directory entry for new employees, but important contact information needs to be added/revised by the new employee for accurate information sharing and access. Only employees are able to make modifications to their staff directory profile.

To change your profile visit the link below and click on the *Login* icon to enter your Net ID/UTC ID and Password and provide updated information: <https://people.utc.edu/eGuide/servlet/eGuide>

18. _____ Pay Statements, Leave Balance and Electronic W-2

To access your Pay Statements, update your information, view and enroll in electronic W-2 visit the Employee Self Service Portal by visiting: <https://irisweb.tennessee.edu/iri/portal>

19. _____ New Employee Onboarding

The Office of Human Resources offers three (3) onboarding sessions to assist new employees in acclimating to our campus and culture.

Within the first week of employment, employees will receive all three (3) onboarding sessions as one curriculum via [K@TE](#), our Learning Management System (LMS). You can follow the K@TE link to the LMS, and sign in with your UTC ID and password, or you can access K@TE via the [HR webpage](#). The sessions will take about one (1) hour total to complete. We ask that you complete all three (3) sessions within your first 45 days of employment. If you have any questions, please don't hesitate to reach out to HR's Talent Management Specialist, Nicholle-Harrison@utc.edu.

20. _____ Probationary Review Period/Performance Management

According to the [HR0135-Probationary Period Policy](#), all newly hired regular staff employees, including those converting from temporary or student to regular appointments, shall serve a probationary period of six (6) calendar months in an active pay status with the university beginning with the first day of regular employment. Each regular staff employee shall have his or her work performance evaluated during this period. New employees should review the performance standards to be assessed during the probationary period with their supervisor for identification and discussion of expectations, goals, and development opportunities. Areas of responsibility found among the employee's Position Description (PD) may be used as a foundation for discussing performance expectations and standards.

[Probationary Review Form](#)