

UTC ONBOARD

NEW EMPLOYEE ORIENTATION

New Staff Employee Checklist

The New Staff Employee Checklist is designed to assist new employees in identifying resources and establishing essential access to equipment, software, and information.

UTC ID: _____

Personnel #: _____

Email Address: _____

1. **Net ID/UTC ID and Password**

Your Net ID provides a single sign-on 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. **Setting Up Direct Deposit**

All UTC employees are required to enroll in [Direct Deposit](#). A picture or scanned copy of a voided check or letter from the bank confirming account # and routing # is required.

4. **Access Staff Email**

- Visit <http://outlook.office365.com> or go to “Quick Links” at the top right of the UTC [homepage](#) and select “O365”
- Sign in using UTC ID (ABC123@utc.edu) and password (see #1 for UTC ID and password instructions)

5. **Update Staff Directory Profile**

Employees should update their staff directory profile once their UTC phone and email accounts have been 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>

6. **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/irj/portal>

7. **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/>

8. **Mocs Card Keyless Entry**

Keyless entry is required to enter several buildings and classrooms on campus. Ask your department head admin. if you need any keyless access.

9. **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, visit [Software for Employees](#), or contact the IT Helpdesk at (423) 425-4000.

10. **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.

11. **Office Keys**

Please work with your supervisor or dept. head admin to complete the [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.

12. **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: <https://www.utc.edu/getstartedIT> or [IT Knowledge Base](#)

13. **UTC-Alert**

Employees are strongly encouraged to register for SMS text messaging from UTC-ALERT, the campus's emergency alert system. If a critical campus safety or security situation occurs, text messaging is the most direct method for sending important information to you. Register up to three SMS text numbers for UTC-ALERT by following the link: [UTC-ALERT New User Registration](#)

14. **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. Check with your supervisor for additional information.

15. **Campus Compliance Training**

Understanding how to comply with and report violations of laws, policies and related procedures is critical in protecting our faculty, staff and those we serve as a demonstration of our [University Values](#) of Pursuing Excellence and living with Integrity and Civility. Our commitment to upholding these standards shapes the experiences of those around us and our ability to Build Community, Make Connections and Develop Careers.

The Campus Compliance Training Curriculum is comprised of Five Core Compliance Programs. New employees will receive the curriculum via [K@TE](#), our Learning Management System (LMS), based on eligibility for each compliance program, which may be based on employee type or areas of responsibility. Thereafter, the curriculum is completed annually with one annual participation window (October 1 – December 31) to streamline compliance training requirements for our campus employees.

16. **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). The sessions will take about one (1) hour total to complete. We ask that you complete all three (3) sessions within your first 60 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.

17. **Outside Interest Disclosure (Must be Completed Within First 30 Days of Employment)**

The University's [GE0002 – Conflicts of Interest & Commitment](#) policy requires employees to file a disclosure of outside interests and activities to help the University identify and manage 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](#) website.

For issues regarding access or completion of the OID form, please email irishelpdesk@tennessee.edu.

18. **Probationary Review Period/Performance Management**

According to [Policy HR0135 – Probationary Period](#), 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](#)

Additional Training Requirements

19. IRIS/SAP Access and Training (if applicable)

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

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 Ellis at nikki-ellis@utc.edu or (423) 435- 1768 to register for training.

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

20. FERPA and Banner (if applicable)

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.

Step 1: Faculty members must e-mail registrartraining@utc.edu to request access for both FERPA and Faculty Self-Service Banner (SSB) training. *Note: You must have a generated UTC e-mail account and UTC ID prior to training access. Access will not be sent to non-UTC email addresses.*

Upon completion of both training segments, you will be awarded a certificate for FERPA training, and will need to upload and save the FERPA certificate for completion of Step 2 below.

Step 2: Upon completion of training, faculty members must complete the [Training Verification Form](#).

You will be directed to upload the FERPA certificate to confirm you have completed FERPA training. It is not necessary to upload the SSB training score/certificate. **NOTE:** Failure to upload the FERPA certificate will deem training incomplete.

21. Procurement Card Training (if applicable)

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](#).

22. UTC Learn (if applicable)

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>.

Questions? Please contact UTC Human Resources at (423) 425-4221 or UTCHumanResources@utc.edu.

Welcome to UTC!