



**Angelo State University
Operating Policy and Procedure**

OP 52.27: New Employee On-Boarding and Orientation

DATE: September 1, 2007

PURPOSE: The purpose of this OP is to establish policy and procedures for first day new employee processing and orientation.

REVIEW: This OP will be reviewed in September of each year by the Director of Human Resources with recommended revisions forwarded through administrative channels to the Vice President for Finance and Administration.

POLICY/PROCEDURE

1. Policy

On the first day of work, each new hired employee must report to the Office of Human Resources for initial completion and processing of employment and benefits related paperwork.

Subsequent to the first day of employment, the Office of Human Resources will schedule an orientation class for new hired employees.

2. Applicability

This policy applies to all new hired staff, faculty, student and temporary/casual employees.

3. On-boarding

On-boarding refers to the first day of employment when new hired employees report to Human Resources to complete essential employment, payroll and benefits paperwork. In addition, several disclosures must be given to and acknowledged by the employee. During on-boarding, new hired employees will complete the I-9 Form, W-4, Teachers Retirement System forms, Salary Spread Election form for faculty.

4. Selective service registration

An agency in any branch of state government may not hire a male unless he presents proof of his registration or exemption from registration with the selective service system. However, men born from March 29, 1957 to December 31, 1959 were never required to register because the registration program was not in operation at the time they turned 18. The requirement to register was reinstated in 1980 and applies to all men born on or after January 1, 1960. The registration requirement does not apply to a person employed by a state agency before September 1, 1999, as long as the person's employment by the agency is continuous. The following persons are exempt from the requirement to register:

- a. Females

- b. Lawfully admitted non-immigrant aliens (such as those men on visitor or student visas and members of diplomatic or trade missions and their families) because they are residing in this country temporarily.
- c. Members of the Armed Forces on full-time active duty, including cadets and midshipmen at the United States service academies.

5. Orientation

Human Resources will schedule new employees for orientation which includes an overview of conditions of employment at the University, benefits, leave entitlements, retirement, etc. In addition, departments are encouraged to continue the orientation process at the departmental level to include office rules, procedures, job assignments, etc.