

SECTION D-12

NEW EMPLOYEE ORIENTATION

Campus

All new staff members are required to attend a Human Resources New Hire Orientation session, in accordance with SAM 02.A.36 – New Staff Orientation and Processing. The orientation session provides information on University of Houston System policies and procedures. During the orientation, Human Resources personnel provides assistance with, and collects, the paperwork to place employees on the payroll and enroll in benefits programs (if applicable), and also collects other necessary attestations. The Human Resources web site provides information on the New Employee Orientation process.

Internal Audit

All new staff members will be enrolled for training in the use of the PeopleSoft Financial and Human Resources Management systems. This training will include basic navigation and query processes, and is necessary to obtain access to the system. New staff members will also be enrolled in the “Research Certification” course series. In addition to these campus-based training programs, a staff member will provide a new employee an orientation of departmental procedures. The staff member will complete a New Employee Orientation checklist and forward it to the Executive Director when completed.