

## New Employee Orientation Checklist

**Instructions:** This is intended as a guide for the new hire's orientation at Texas A&M University at Qatar.

**Employee Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

### ***Human Resources Orientation:***

#### **\*Immigration and Transportation: see Hala Abdul-Jawad.**

- Passport (original)
- Photos (14 passport size photos)
- Blood type (copy)
- Police Clearance Certificate (original)
- Medical appointment
- Fingerprinting appointment
- Loaner vehicle form signed
- Health card forms completed and returned to HR
- Loaner vehicle returned (10 working days after the residency permit is issued)
- Transportation Allowance Form signed by HR and submitted to Finance

#### **\*Leave and Benefits: see Tom Owen and Lama Abdalla.**

- HRIS
- LeaveTraq/Single Sign On/ HR Connect access
- Benefits (overview and questions)
- Texas A&M University at Qatar-HR Web site
- QIC health card enrollment
- Employee Assistance Program

#### **\*Mandatory Training: see Tom Owen.**

- Online Training within first 30 days (Expatriates)

#### **\*Housing: see Iyad Jawad**

- Sign the inventory list

#### **\*Other: see Sami Said, and Muna Al-Kailani.**

- Letter to setup a local bank account.
- Loaner cell phone returned (2 weeks after arrival)
- Home country driver's license (original)
- 150 QR for Temporary Driving license, 250 QR for permanent driving license
- Eye test appointment (for a Qatari driver's license)
- Original contract signed

***Information Technology Orientation:***

- Office equipment, phone, etc
- Computer account, email, etc

***Facilities Orientation:***

- Access card to the building
- Mailbox

***Finance Orientation:***

- Direct Deposit Authorization Form completed
- Employee Personal Data Form completed
- Vehicle Allowance Form completed
- Time Traq procedure (for hourly paid employees)
- Pay schedule
- W-4 Form
- Tax residency certification (for 3rd country nationals)

***Environmental Health and Safety Orientation:***

- Illness and Injury response
- Fire safety
- Building evacuation procedures
- Personal/Family Crisis Management for TAMUQ employees

***Library:***

- For faculty, teaching and research staff: Access to resources

***Departmental Orientation:***

- Introduction to coworkers
- Work/lunch hours, flexible work schedule
- Schedule training for job duties as necessary
- Appearance expectations
- Telephone and mail service procedures
- Business cards ordering
- Office supplies
- Office / campus tours
- Car stickers (Teba) Executive office front disk
- Provide a copy of the building map
- For faculty: provide 2 copies of the text books of each subject he/she will teach.

My signature below verifies I have received all the orientation items marked above.

Employee signature

Department Admin.

\_\_\_\_\_

\_\_\_\_\_

HR Admin Signature

Date

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