

Tennessee Tech University New Hire Checklist: Employee

PLANNING AHEAD

Welcome to Tennessee Tech University. You are now a member of the Golden Eagle Family. In order to ensure your success, we have created a checklist that will take you through your first day of employment.

☐ On your first day of employment, you are required to select your retirement option. Please review the below information. Your HR Generalist is here to assist you with additional questions.

- **Employer/Employee paid contributions:**
 - Reference the Hybrid Plan Comparison summary at the following:
 - <https://treasury.tn.gov/tcrs>
- **Faculty & Administrative Staff:** may choose Tennessee Consolidated Retirement System (TCRS) or Optional Retirement Plan (ORP).
- **Clerical & Support Staff:** must enroll in TCRS.
 - TCRS
 - ORP
 - Comparison
 - ORP has three vendors – TIAA-CREF, Voya, VALIC

Retirement link: <https://www.tntech.edu/hr/services/retirement.php>

☐ Be prepared to select your parking options for the year.

There are two designations of parking permits available to university employees: Gold and Purple.

- Gold permits allow individuals to park in any lot zoned for gold permit holders. These lots provide the closest parking to university buildings and the permits are priced at a premium level, \$250 for faculty/administration and \$220 for staff (C&S). Gold permit holders may also park in any lot zoned red or purple.
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- Purple permits allow individuals to park in any lot zoned for purple permit holders. These lots are less centrally located, resulting in a more value-priced option, \$170 for faculty/administration and \$140 for staff (C&S).

Gold	Faculty/Admin	\$250
Purple	Faculty/Admin	\$170
Gold	C&S	\$220
Purple	C&S	\$140

Payment options

- Employees making an online selection will authorize payroll deductions for the parking permit. Payroll deductions will be split into two payments occurring in July and February. You must make your permit reservation before June 28, 2019, in order to utilize payroll deduction.
- Permits reserved after 4 p.m. on June 28 must be paid for in-full at the Parking and Transportation Services office.
- Employees who wish to pay using a personal check, cash or credit card may make their selection at the Parking and Transportation Services office in Foundation Hall. Full payment for these payment methods is required at the time of selection.

Parking subsidy

- Any benefited employee who earns less than \$30,000 annually (gross) will be eligible for a \$93 parking supplement for the purple lot only, provided that you make your selection online during the enrollment period and agree to payroll deduction. You will receive the supplement in July and February. The supplement is not available for the gold lot. If you elect the gold lot, you will be required to pay the full cost of \$220 (C&S) or \$250 (Administrative/Faculty).

Disabled parking permit

- All university employees who have state-issued disabled placards or permanent plates may obtain a special disabled parking permit. These permits are available to qualified employees at the rate of \$140. Proof of disability placard is required in order to purchase a disabled parking permit. Visit the [Parking and Transportation Services website](#) for more information on disabled parking permits.

Day One- The Eagle Flight Begins

☐ On your first day of employment, obtain your Eagle Card. The Eagle Card is the official identification card for the university.

- **Location:** Roaden University Center 230
- **Contact:** 931-372-6232
- **Cost:** No direct cost to employee

- ☐ Register for Eagle Flight Orientation
 - Registration Link: **Insert Link**
 - Contact: Thomas Heard, Assistant Director, Training and Engagement: 931-372-3150: theard@tntech.edu
- ☐ Select your retirement
 - Contact your HR generalist for any assistance and document completion.
- ☐ Obtain all applicable keys to access your work area. Contact your immediate supervisor for access.
- ☐ Check status of all transcripts or uncompleted employment documents.
 - Contact your HR generalist for any assistance and document completion.

Week 1- Building A Nest

- ☐ Before the end of your first successful week, make sure that the following items have been completed or started.
 1. Cyber Security Awareness Training
 2. Review University Policies and Procedure: <https://tntech.policytech.com/>
 3. Contacted your HR Generalist to ensure completion of benefits selection with 31 day enrollment window.
 4. Conflict of Interest Form- If applicable
 5. Supervisor Meeting- Meet with your supervisor to discuss your job duties, performance evaluation, and probationary period.
 6. Access Employee Self Service portal- https://tturedss1.tntech.edu/pls/PROD/twbkwbis.P_GenMenu?name=homepage

Month 1- Eagle Soar and Beyond

- Finalize all insurance selection. Elections must be made within 31 days of employment.
Note: If selections are made after the 15th of the month, a double deductions may occur on your following paycheck.
- Compliance Training Completion
 - Security Awareness Training
 - Title VI Training
 - Title IX Training- **Offered in New Employee Orientation**
 - Workers Compensation Training- **Offered in New Employee Orientation**
 - FMLA Training- **Offered in New Employee Orientation**
 - University Ethics Training- **Offered in New Employee Orientation**