

New Hire Employee Timeline

▶ *Transfers within institution are not covered here.*

Before Start Date

- eForm is created for a new hire
- eForm is approved by all listed approvers
- eForm is completed: New employee is added in UTShare and MyMav
- Staff NetID and Email address are created
 - Email is sent to Reports To manager of new employee's Staff account details.
 - **Note:** if it is a student worker they will not get a new EmplID but they will get a staff NetID and email address. All employees will access TCP with their staff email address.

Start Date

- New employee will have access to UTShare, email, Canvas, most other systems accessible to employees
- New employee will not have access to TCP

Start Date +1 Business Day

- New employee will be added in the TCP application: The Manager of the new employee will have access to them, the Timekeeper will not have immediate access
- New employee will be enrolled in correct TCP Canvas course: Once TCP Canvas course is complete the employee will have access to the Time-Employee application

Week After Start Date

- On the Monday after the start date the departmental Timekeeper(s) in TCP should now have access to the new employee: If the start date was a Friday, the Timekeeper access may be delayed another week.
- New employee will be enrolled in New Employee Compliance Training in Canvas: If Compliance training is not completed in required time the new employee account will be disabled.