

Getting Started: New Employee Information

Welcome to Collin College! Here's a one-stop-shop to assist you with what you need to do within your first month on the job. Those items with an asterisk (*) next to them below can be completed at the HR Benefits Orientation.

Your First Day

1. Orientation — All benefits eligible employees will be scheduled to attend HR Benefits Orientation on your first day of employment. Contact your HR Consultant, manager, or supervisor if you are not sure of the time/date/location of scheduled orientation session.
2. Supervisor Meeting — Talk with your supervisor about your job description, performance expectations and probationary period.

Your First Week

1. New Employee Checklist — Make sure that all items on the checklist have been received by the HR Department. Turn in completed checklist with date and signature to Cherie Hill, Human Resources.
2. Insurance Selections — After receiving insurance information and forms at your HR Benefits Orientation session, you must make your insurance selections and return the completed forms to the HR Department within the first 30 calendar days of employment.
3. Compliance Training — The Preventing Employment Discrimination and Preventing Workplace Harassment EEO modules are mandated by the state and must be completed by all Collin College employees (Full Time/Part Time).
4. E-mail Account — GroupWise is the email system used by the faculty and staff at Collin College. It is accessible through the local on-campus network and via the Internet. You must have an active job assignment to maintain your e-mail account.
5. Employee ID Card — Student Life manages the ID Card process. Their offices are located at Central Park, Preston Ridge and the Spring Creek Campuses. Faculty and Staff must show a picture ID such as a Drivers License, in order to have an Employee ID Card issued.
6. Keys — If applicable, your manager will issue you the appropriate keys for use.
7. Timesheets — Timesheets must be submitted by all Non-exempt (Hourly) employees by the monthly payroll cut-off date.
8. Cougar Web — is an information portal for Collin College employees. Click on the My Workplace tab to find:

Answers to Frequently Asked Questions
Organization Chart
Training & Professional Development
Opportunities
Current Payroll Schedule
College Policies & Procedures

Collin College Master Calendar
Job Descriptions & Current Job Openings
Benefit Information
Compensation Information
Important Notices & Links
Sign up for Cougar Alert

Your First Month

1. Insurance Forms — If you are benefits-eligible, return your completed insurance and retirement forms to the HR Department. If your forms are not received within the first 30 calendar days of your employment, you will default into the basic coverage package (full-time employees), or you may forfeit your insurance coverage altogether (part-time employees).
2. Compliance Training — Make sure you have completed your compliance training.