



## 10 Things New Employees Should Do

1. Attend a live session of the New Employee Orientation by registering at <http://trojan.troy.edu/employees/humanresources/orientation.html>
2. Enroll in benefits.  
Guide link:  
<http://trojan.troy.edu/employees/humanresources/orientation.html>  
The Enrollment Center:  
<http://trojan.troy.edu/employees/humanresources/newhire.html>
3. Get on payroll.
  - a. Full-time employees use  
<http://trojan.troy.edu/employees/humanresources/FTnewhire.html>
  - b. Part-time employees use  
<http://trojan.troy.edu/employees/humanresources/PTnewhire.html>
4. Set up Trojan Web Express and email accounts using the IT “New Employee” link: <http://it.troy.edu/faculty-staff/new-employees.html>
5. Complete mandatory training within first 30 days of hire. Go to <http://trojan.troy.edu/employees/humanresources/> and click under “Training”.
  - a. Harassment & Discrimination Training – all employees, regardless of status, must complete.
  - b. Ethics Training – only faculty and professional staff must complete.
6. Get a parking decal or “TAG IT”. Find out how at:
  - a. Troy Campus – visit  
<http://trojan.troy.edu/universitypolice/trafficparking.html#Troy>

- b. Dothan Campus – visit  
<http://trojan.troy.edu/universitypolice/trafficparking.html#Dothan>
  - c. Montgomery Campus – visit the ID Card Office in Whitley Hall.
  - d. Phenix City Campus – visit the Student Services Office in Adams Administration Building, First Floor, or call (334)448-5106.
7. Get your TROJAN ID card.
- a. Troy Campus – ID Card Center, 1<sup>st</sup> Floor, Trojan Center or call 334-670-3293
  - b. Dothan Campus – Receptionist Desk, 1<sup>st</sup> Floor, Malone Hall or call 334-983-6556, ext 111
  - c. Montgomery Campus – ID Card Office, Whitley Hall
  - d. Phenix City – Student Services Office, 1<sup>st</sup> Floor, Adams Administration Building or call 334-448-5106
8. Review Staff Handbook and/or Faculty Handbook at  
<http://trojan.troy.edu/employees/humanresources/policiesandprocedures.html>
9. Visit or call a Human Resources Office to obtain relocation and moving information.
- Troy Campus – Wright Hall, Room 107; telephone 334-670-3710
- Dothan Campus – Malone Hall, Room 118-C; telephone 334-983-6556, ext 208
- Montgomery Campus – Whitley Hall, Room 312; telephone 334-241-9524
- Phenix City Campus – One University Drive; telephone 334-448-5102
10. Visit one of these websites to find out about your new community.
- a. <http://www.troyalabama.com/>
  - b. <http://www.dothan.org/>
  - c. <http://www.montgomeryal.gov/>
  - d. <http://www.phenixcityal.us/>