

# Onboarding

## New Employee Checklist

### BEFORE YOUR FIRST DAY:

- Complete the Policy Acknowledgement Form
- Direct Deposit Enrollment
- Meet with HR Specialist to discuss health benefits, retirement and fill out paperwork
- New Health Insurance Marketplace Coverage Form
- Get your MSU ID
- Set up NetID AND Password
- Purchase parking pass at [parkingservices.msstate.edu/parking/permits](http://parkingservices.msstate.edu/parking/permits)

### FIRST 30 DAYS:

- Update employee Online Directory
- Mandatory Employee Training
- Schedule meeting with campus partners
- Review online Mississippi State overview:
  - » [https://rise.articulate.com/share/HIBacWfGK-Iy95qk\\_9Eha3IzobjL4UmL#/?k=hcuaxu](https://rise.articulate.com/share/HIBacWfGK-Iy95qk_9Eha3IzobjL4UmL#/?k=hcuaxu)
- Schedule department head shot with the Office of Public Relations
  - » [opa.msstate.edu](http://opa.msstate.edu)
- Sign up for Student Affairs email distribution list at [saffairs.msstate.edu](http://saffairs.msstate.edu)

### REVIEW THESE WEBSITES:

- Student Affairs | [saffairs.msstate.edu](http://saffairs.msstate.edu)
- MyState Portal | [my.msstate.edu](http://my.msstate.edu)
- Cowbell Connect | [cowbellconnect.msstate.edu](http://cowbellconnect.msstate.edu)
- Collegiate Recovery Community | [recovery.msstate.edu](http://recovery.msstate.edu)
- Health Promotion and Wellness | [healthpromotion.msstate.edu](http://healthpromotion.msstate.edu)
- Student Counseling Services | [counseling.msstate.edu](http://counseling.msstate.edu)

For more information, please visit Human Resources Management website at [hrm.msstate.edu](http://hrm.msstate.edu).