

New Hire Information Signing into Single Sign On (SSO)

A Universal Identification Number was just created for you. This number identifies you as an employee. Please take the time to memorize it.

Once your hiring process has been fully routed, you will receive an email with a temporary password to SSO: <https://sso.tamus.edu>. This can take up to 3 business days after signing an I-9.

Once you receive your temporary password, please go to the website above, select TAMUS UIN, and log in. You will then be prompted to change your password and add two-factor authentication.

If you lose your password or UIN or don't receive a temporary password by your third day of employment, please contact the Office of Employee Services at 361-593-3705.



Workday

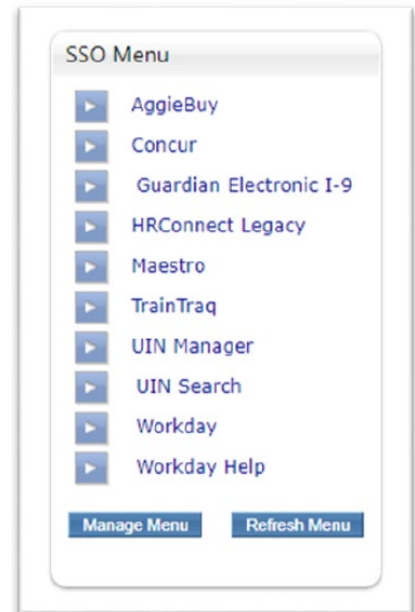
The Workday portal is where you can do several things, including entering time, electing for direct deposit, viewing W-2s, enrolling in benefits, etc.

You will receive a notification email when you have tasks to complete in your inbox, also known as "inbox items." Some examples may be:

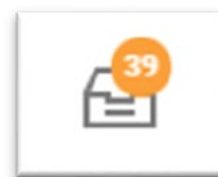
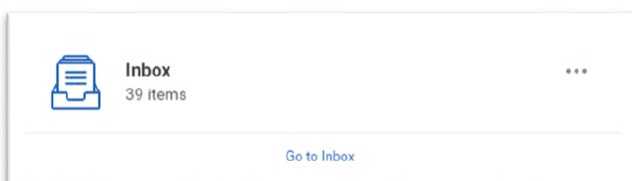
- Enter Contact Information
- Payment Election Enrollment Event
- Complete Federal Withholding Elections
- Benefit Enrollment

DO NOT TOUCH THE APPLICATIONS ON THE HOME SCREEN OF WORKDAY UNTIL YOU HAVE COMPLETED YOUR INBOX ITEMS.

Onboarding tasks in Workday will come in sections or waves; therefore, you will need to refresh the page to load your next set of tasks. As a new hire, you will have approximately 10-15 tasks to complete.

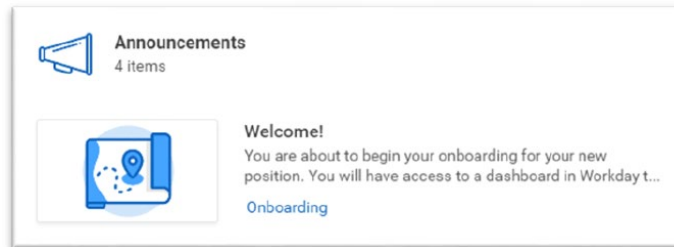


Please complete all inbox items as soon as possible. Do not enter information into your profile beforehand, which can cause errors and glitches. You can access your inbox two ways from the Home screen. Example images are found below.



On the Workday home page, an announcement like the one below will appear. If you click Onboarding, you will be taken to a page explaining more about the onboarding process, including how much progress you've made.

Once your onboarding process is 100 % complete, you can use Workday fully. Please do **not** click on the Applications on the right-hand side of the Workday home page before that point.

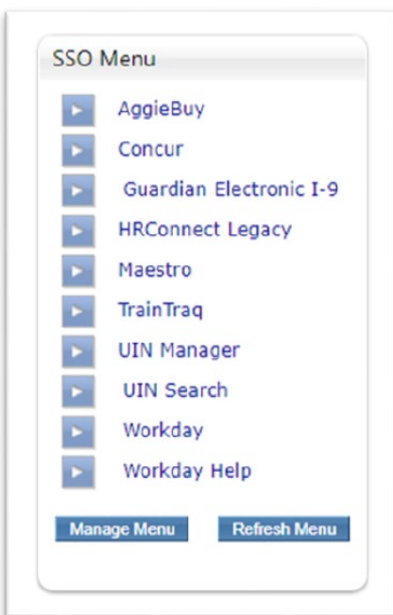


TrainTraq

Once logged into SSO, you can access an online training portal called TrainTraq. As a new employee, you will have at least five courses to complete, including:

- Orientation to the A&M System
- Information Security Awareness
- Ethics
- Reporting Fraud, Waste, and Abuse
- Creating a Discrimination-Free Workplace

Certain positions will require further training. Please ensure you complete all training before their respective deadlines. If you do not finish these trainings within the time frame, your account for JNET, Blackboard, and School Email will be **locked out**.



Throughout your employment, you must take refresher courses that must be completed before their deadlines. Don't worry! You will receive an email notifying you when new training is assigned to you and the due date.

CONTACT US	HOURS OF OPERATION AND LOCATION
Phone: (361) 593-3705	Monday - Friday
Fax: (361) 593-3604	8:00am - 5:00pm (Appointments available from 9:00am – 4:30pm)
	College Hall RM 210