

Information to Complete in Edison

- ☐ **Show the employee how to access the Onboarding Guide in Edison:**
 - Navigator > Fluid Home > Onboarding
 - All steps must be completed (please see attached ONB Employee User Guide for reference)

- ☐ **Show the employee how to enter time on timesheet, leave requests & overtime:**
 - Navigator > HCM > Self Service > Time Reporting > Report Time > Timesheet

- ☐ **Show the employee how to submit a permanent parking decal request:**
 - Navigator > HCM > Self Service > Personal Information > Parking Registration > Add Parking Registration
 - Complete all fields under Primary Vehicle Information > Submit
 - You will receive a notification when parking decal is ready for pickup

Forms to be completed (first 90 days)

- ☐ **New employees will not have access to their Retire Ready and TCRS accounts until 30-60 days after starting work. Employees will receive a letter from TCRS to their mailing address. Once this letter is received, the employee will have access to the accounts.**
 - 401k beneficiary form: [Retire Ready link](#)
 - TCRS beneficiary form: [MyTCRS link](#)
 - Beneficiary Designation for Leave Balances and Last Wages: [Link](#)
 - Complete and email to Andrew.Rogers@tn.gov
 - *If this form is not completed, it will default to the same beneficiary listed for life insurance*

Learning & Development

- ☐ **Employee will need to complete the following courses within 3 months of their start date:**
- New Employee Orientation
 - Documenting Performance
 - Employee Essentials
 - Writing SMART Goals
 - G.R.E.A.T. Customer Service
 - Performance Management 2.0
 - Respectful Workplace
 - Alternative Workplace Solutions (if applicable)

- ☐ **Supervisors will need to complete the following courses within 3 months of their start date:**
- Documenting and Rating Performance
 - G.R.E.A.T. Customer Service
 - Performance Management 2.0
 - Proactive Onboarding
 - Respectful Workplace
 - Sexual Harassment
 - S.M.A.R.T. Planning and Coaching for Higher Performance

*Please see [DOHR Policy 12-050](#) for any additional mandatory courses

- ☐ **TDOT Learning Network**
- Access TDOT Learning Network through the icon on your desktop
 - Use your JJ number in the following format when prompted by the Microsoft sign in page: [JJ#####@tn.gov](#)
 - Sign in using **tnadfsi.tn.gov**

For questions pertaining to Learning and Development, please reach out to our training manager, Avery Poor (Avery.Poor@tn.gov)



Additional Resources

- ☐ **Benefits Administration has a New Employee Orientation video on their website for new state employees. This video should be watched prior to making benefits selections in Edison**
 - Link to orientation video: <https://www.tn.gov/partnersforhealth/for-new-employees.html>
 - **You must enroll in Benefits *no later than 30 days from your start date***
 - Complete the Blank New Hire Checklist and send a screen shot of your confirmation page with the selected premiums to the TDOT.LeavePrograms@tn.gov email box and staff Marlene Holland, (Marlene.K.Holland@tn.gov) and Kristen Pritchett (kristen.pritchett@tn.gov) will update records.
 - If you have any questions relating to Benefits, please contact the TDOT.LeavePrograms@tn.gov email box and either Marlene Holland (Marlene.K.Holland@tn.gov) or Kristen Pritchett (kristen.pritchett@tn.gov) will respond.
- ☐ **Review Benefits Information**

Health Benefits: <https://www.tn.gov/partnersforhealth/publications/publications.html>
Retirement: <https://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees>

 - State Employee Benefits: <https://www.tn.gov/hr/employees1/benefits.html>
 - Employee Discount Program: <https://teamtn.perkspot.com/>
- ☐ **Read the following DOHR documents (www.teamtn.gov/hr/policies-resources/forms-documents.html)**
 - Attendance and Leave Manual
 - Employee Handbook



Additional Resources cont.

- ☐ **TDOT TransPortal** (<https://www.teamtn.gov/content/teamtn/tdot.html>)
 - TDOT Organizational Chart with Photos: [Link](#)
 - TDOT Divisions: [Link](#)
 - TDOT Regions: [Link](#)
 - TDOT Policies: [Link](#)

- ☐ **TDOT Primer for 2023** - [Link](#)

- ☐ **TDOT YouTube Channels**
 - TDOT News: <https://www.youtube.com/user/TDOTnews>
 - TDOT Learning Network: https://www.youtube.com/channel/UCNXrg_GZZAgi3-H94THUiHg

- ☐ **TDOT Reasonable Accommodations** – [Link](#)

- ☐ **Leave Programs** - [Link](#)

- ☐ **Alternative Work Schedules (AWS)** - [Link](#)

- ☐ **TDOT Policies** - [Link](#)