



**NEW EMPLOYEE  
DEPARTMENTAL CHECKLIST**  
(Rev 12/16)

This checklist contains instructions to be used when processing a “regular” staff employee (minimum 50% FTE for 4 ½ months). See [UPPS No. 04.04.15](#) for details.

**Initial steps for hiring department staff after a position has been offered and accepted:**

- Run transaction [ZHRPEOPLESEARCH](#) in SAP to find the new hire’s Texas State ID Number and Net ID. If the new hire is not in the system, complete the NET ID request through ITAC to obtain Texas State ID and Net ID. See ZHRPEOPLESEARCH instructions for more details.
  
- Schedule for New Employee Welcome (NEW) by e-mailing [hr@txstate.edu](mailto:hr@txstate.edu) with the following information:
  - employee's name
  - Texas State ID Number and NetID
  - start date
  - job title
  - monthly salary and FTE
  - name, phone number and e-mail address of immediate supervisor
  - whether the employee should go to lunch first or directly to the department after NEW I
  
- Using [HireRight](#), initiate the electronic Form I-9 and E-Verify process before the employee’s first day.
  
- Submit Personnel Change Request (PCR) to set up employee record on payroll.
  
- Send welcome letter or call the employee to relay all of the following information:
  - Report to New Employee Welcome Part I in the J.C. Kellam Building, Room 460 by 8:00 a.m. on the first work day. The regularly scheduled time will be the morning of the first work day of each week (approx 4 hours). A light continental breakfast will be served. Human Resources will coordinate the following details:
    - Complete Personal Data Sheet, W-4, Direct Deposit, and other required new hire forms
    - Obtain parking permit and initiate staff identification card
    - Review employee benefits, timekeeping, and payroll distribution options
  
  - Bring the following to New Employee Welcome (NEW) Part I:
    - Original documents for Form I-9 (required of all employees – refer to list of acceptable documents). Employee will complete with department after NEW session.
    - Social Security number, birthdate and address for self and dependents

- Voided check for electronic deposit of paychecks
- Parking is available in the J.C. Kellam parking lot at the end of Moon Street off University Drive. Employee will receive a free, one-day parking permit from the attendant at the booth.

4. Instruct employee to attend New Employee Welcome (NEW) Part II held the second Friday of each month at 8:00 a.m. Participants will be notified in advance of NEW II location. Breakfast and lunch will be served. This session will last until approximately 1:30 p.m. This is a mandatory session with dissemination of information required by state law. Employees will spend the morning learning about Texas State, receiving required EEO training, and exploring campus. Advise new employees to wear comfortable shoes!

**Additional departmental steps:**

- Request SAP security for required roles: <http://www.tr.txstate.edu/forms/sap-forms.html>
- If to be assigned account manager responsibilities, complete a Request for Change of Account Manager form: <http://www.txstate.edu/gao/reporting/forms.html>
- Request phone: <http://www.tr.txstate.edu/services/catalog/phone.html>
- Issue keys ([UPPS No. 08.02.01](#))
- Send a notice of new employee's hiring to appropriate individuals.
- Supervisors must provide each employee with a copy of their Job Description and Performance Plan outlining performance standards ([UPPS No. 04.04.20](#)).
- Share specific information as it applies to your department (i.e., work schedule including breaks and lunch, dress code, building layout, departmental roster, department organization chart, etc.).

**Out-of-Cycle hiring steps:**

If the department has obtained special permission from the division vice president to start an employee out-of-cycle (i.e., other than the first work day of the week), the department must handle the following *in addition* to the initial steps listed above:

- Instruct employee how and where to obtain parking permit as well as where to park. A copy of the PCR will be needed at Parking Services to verify permit eligibility.
- Instruct employee to attend New Employee Welcome Part I the following week.