**New Hire Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TXST ID: A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NetID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checklist Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ONCE OFFER IS ACCEPTED: Collect hiring paperwork, update SharePoint GTA/DTA Log, and initiate PCR/I-9.**

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| --- | --- | --- |
| **Received** | **Hiring Paperwork** | **Notes** |
|  | [**Contracting of Temporary Faculty**](http://gato-docs.its.txstate.edu/jcr:db07af89-46cf-4675-82e5-c2057d9ad3eb/AAPPS_04-01-02_ContractTempFac.docx) *(graduate/doctoral teaching assistants)* | Hard Copy |
|  | [**Faculty Employment Application**](http://gato-docs.its.txstate.edu/jcr:40438d85-0b2c-493f-a0c2-eca71fb9f4a9/FACULTY_EMPLOYMENT_APPLICATION.docx) | Hard Copy |
|  | [**Background Check Request or Background Check Batch Request**](https://www.hr.txst.edu/talent-acquisition/forms.html)**:** *Required for all new graduate/doctoral teaching assistants.* [AA/PPS 04.01.10](http://policies.txstate.edu/division-policies/academic-affairs/04-01-10.html) | Email Background Inquiry Request to [talent@txstate.edu](mailto:talent@txstate.edu) |
|  | **CV:** [Texas State Vita](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form1A.doc) or [Texas State Vita (w/ Fine Arts Components)](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form1B.doc) format. | Hard Copy |
|  | [**English Proficiency Form**](http://gato-docs.its.txstate.edu/jcr:b7c78aa7-746c-4791-bd29-3c908dea1594/English%20Proficiency%20Form.doc)**:** *Required for all new teaching assistants.* [AA/PPS 04.01.11](http://policies.txstate.edu/division-policies/academic-affairs/04-01-11.html) | Hard Copy |
|  | **Faculty Qualifications:** Copies of all licensure and/or certifications as either a requirement or justification for employment and/or department/school accreditation. | Hard Copy |
|  | **Official Transcripts** from ALL degree granting institutions. [Guideline for Accepting Transcripts](https://gato-docs.its.txstate.edu/jcr:75032aa2-d74d-4ad3-9f97-583e803a73e9/Guidelines%20for%20Accepting%20Transcripts.docx) *(Faculty & Academic Resources will request Texas State Transcripts.)* | **Hard Copy or Electronic** |

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| **Teaching Assistant Log** | | |
|  | **SharePoint GTA/DTA Log:** **ALL** new teaching assistants must be added once position is accepted. | SharePoint |

PCR Training Materials can be found at the [PCR Resource website](https://facultyresources.provost.txstate.edu/PCR-Resources.html).

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| **PCR**  **If needed, complete a New Position Form (NPDF)** in [Dynamic Forms](https://facultyresources.provost.txst.edu/forms.html) to request new position in SAP. Not required if department has an available funded vacant position. | | |
|  | **Faculty/Graduate Student Employee Personal Data Form** | [Dynamic Forms](https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=https://authentic.txstate.edu/idp/shibboleth&SpSessionAuthnAdapterId=texasStateDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f49d26feb-91fe-4c33-8d81-94163ac843a7) |
|  | **W-4 completed via employee self-service**  Note: For international hires, departments should email the following to [payroll@txstate.edu](mailto:payroll@txstate.edu): selected candidates name, email, rank, department, and start date. |  |
|  | **Graduate Office Approval:** Graduate Student Approval | Attached to PCR |
|  | **Insurance Eligibility:** [Graduate Student Acknowledgement](http://gato-docs.its.txstate.edu/jcr:7613a78b-3299-4726-be03-ac19a3fe0a40/Graduate%20Insurance%20Acknowledgment.docx)  Applicable for 50% FTE appointments. | Attached to PCR |
|  | [**Selective Service Verification (Male 18-25)**](https://www.sss.gov/) | Attached to PCR |
|  | [**I-9 Completion and E-Verify Validation**](http://www.hr.txstate.edu/Hiring-Manager/HireRight.html)**:** I-9 must be completed no later than the 1st day of employment; Section 3 no later than 3 business days from 1st day of employment.  I-9 FAQ can be found [here](https://facultyresources.provost.txstate.edu/forms/I-9.html). | HireRight Electronic  I-9 & E-Verify |