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:**

- Immediately contact Human Resources by e-mail to 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 Part I of orientation

- Initiate HireRight electronic Form I-9 and E-Verify process. This must be completed no later than the first day of employment.

- Run transaction ZHRPEOPLESEARCH in SAP to determine if employee is a new hire. If new hire, complete the Net ID request through ITAC to obtain Texas State ID and Net ID.

- 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 Orientation 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). 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, leaves and absences, and payroll distribution options
  - Bring the following to New Employee Orientation Part I:
    - Original documents for Form I-9 (required of all employees – refer to list of acceptable documents)
    - 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 guard at the booth.
4. Instruct employee to attend New Employee Orientation Part II held the second Friday of each month at 8:00 a.m. in the Professional Development Classroom, JCK 460 (approx 4 hours). A continental breakfast will be served. This is a mandatory session with dissemination of information required by state law. Employees will spend the morning learning about the following:

- Texas State’s mission and organizational structure
- General policies and procedures
- Required EEO & Title IX training
- Safety and security on campus
- Educational opportunities
- Campus resources

**Additional departmental steps:**

- Request SAP security for required roles: [http://www.tr.txstate.edu/forms/sap-forms.html](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](http://www.txstate.edu/gao/reporting/forms.html)
- Issue keys ([UPPS No. 08.02.01](http://www.tr.txstate.edu/forms/sap-forms.html))
- Send a notice of new employee's hiring to appropriate individuals.
- Supervisors must provide each employee with a copy of their GOJA and Performance Appraisal Plan outlining performance standards ([UPPS No. 04.04.20](http://www.tr.txstate.edu/forms/sap-forms.html)).
- 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 details *in addition* to the initial steps listed above:

- Complete Section 2 of Form I-9 no later than the third day of employment.
- 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 Orientation Part I the following week.