

**NEW EMPLOYEE
DEPARTMENTAL CHECKLIST**
(Rev 8/15)

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 phone 245-2557, fax 245-1942, or e-mail 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

- Submit Personnel Change Request (PCR) to set up employee record for 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 Form I-9, W-4 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>
- 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/get-connected/phoneservices/phone-data-requests.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 GOJA and Performance Appraisal 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 details *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.
- Send employee to Human Resources on their first day of work to complete a Form I-9. Acceptable documentation will be required (see list of acceptable documents).
- Instruct employee to attend New Employee Orientation Part I the following week.