This checklist contains and identifies the steps to hire a new faculty member (teacher of record) once position is accepted.

**ONCE OFFER IS ACCEPTED**

- Collect required new hire forms. The appropriate checklist must be submitted with each new hire packet noting materials received. **The packet must include all required documents, or it will be returned by Dean’s office.**
  - Contract Packet Checklist
  - GTA/DTA Contract Packet Checklist
  - PeopleAdmin Contract Packet Checklist

- Research Start-Up Funds. [Start-Up Request template](#) and [Guidelines for Requesting Start-Up Funds.](#) AA/PPS 03.01.10 The final approved start-up package returned to the chair/director in an excel spreadsheet labeled Dept Name_Faculty Last Name_Start-up Approved.

- Request official transcripts from ALL degree granting institutions. [Guideline for Accepting Electronic Transcripts](#) and [Foreign Transcript Guidelines](#)
  
  *(Note: Faculty and Academic Resources will request ALL Texas State Transcripts.)*

- 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.

- Using HireRight, initiate the electronic Form I-9 and E-Verify process prior to employee's first day.

- Submit Personnel Change Request (PCR) to set up employee record on payroll. All support documents must be attached electronically to the E-PCR, using the [Faculty PCR Document Naming Convention](#).
  
  *International faculty/students must meet with Payroll Office to complete W-4.*

- Send appropriate [Faculty Welcome Letter](#).

- Submit [New Faculty Log](#) or New GTA/DTA Log to facultyresources@txstate.edu as offers are accepted. Log should be prepared by each department/school indicating **ALL NEW HIRES AND NEW BENEFITS ELIGIBLE** faculty within the department.

**BENEFIT ELIGIBLE OUT-OF-CYCLE**

If the benefits eligible faculty member will begin employment out-of-cycle (i.e., other than the 9/1 or 1/16 semester hire dates), they should attend New Employee Welcome (NEW) to enroll in benefits. **NEW I sessions are held the first work day of each week.**

- Complete the [N.E.W. Administrative Registration](#).
☐ Send Out-of-Cycle Faculty Welcome Letter to notify faculty of required attendance at New Employee Welcome I to enroll in benefits.