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

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

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

**ONCE OFFER IS ACCEPTED: Collect hiring paperwork and initiate PCR/I-9.**

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

|  |  |  |
| --- | --- | --- |
| **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. |  |
|  | [**I-9 Completion and E-Verify Validation**](https://www.hr.txst.edu/manager-toolkit/recruitandhire/how-to-screen/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 FAQs can be found [here](https://facultyresources.provost.txstate.edu/forms/I-9.html); typically done every three years (see FAQs). | HireRight Electronic  I-9 & E-Verify |
|  | **Graduate Office Approval:** If justification/exemption is required (see [GA Eligibility Overview/Checklist](https://www.gradcollege.txst.edu/docs/gapcr_checklist.pdf)) | 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 |
|  | **NEW**! An onboarding course has been created for all new graduate and doctoral assistants. This course will help all new assistants familiarize themselves with our campuses, the benefits available to them, and more! Please send the [Canvas course link](https://canvas.txstate.edu/courses/2024040) to all incoming assistants for your department. | [Canvas course link](https://canvas.txstate.edu/courses/2024040) |

**\*Note:** This checklist is for all graduate student appointments, with the exclusion of teaching assistants. There is a separate checklist for teaching assistant appointments.**\***