Postdoctoral Scholars
Onboarding Administrative Steps

PRIOR TO OFFER BEING MADE

This step is required for FOREIGN NATIONAL Postdoctoral (Post-docs) and Visiting Scholar hires ONLY.

☐ Export Control Screening Request
  • If a foreign national is selected for hire, the Export Control Screening Request Form, current vita, and copy of the passport or visa should be submitted to Elizabeth Mello as early as possible to expedite the hire process.
  • Post-docs and Visiting Scholars request information can be found here.

☐ Collect the Faculty Criminal Background Consent Form.

Offer can be made to foreign national post-docs and visiting scholar once Export Control Screening and Faculty Background Consent Form are completed and department has received notification from Faculty and Academic Resources.

ONCE OFFER IS ACCEPTED

☐ Collect required new hire forms. The Postdoctoral Scholars 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 the Dean’s office.

☐ Request official transcripts. Doctoral Transcripts are required for Postdoctoral Scholar.
  Note: Faculty and Academic Resources will request ALL Texas State Transcripts.
  • Guideline for Accepting Electronic Transcripts
  • Foreign Transcript Guidelines

☐ 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.

☐ Submit New Faculty 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.

☐ Send appropriate Faculty Welcome Letter.

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.