

NEW HIRE CHECKLIST

INFORMATION & TASKS IN WORKDAY FOR NEW EMPLOYEES



HUMAN
RESOURCES
OUR SERVICES - YOUR FUTURE

INSTRUCTIONS

1. Anticipate an email containing your credentials in order to create your account for [Single Sign On \(SSO\)](#): <http://sso.tamuc.edu>.
2. Please ensure you complete your Form I-9 by using the link provided in your Welcome Email to complete Section 1. The remote agent of your choice (friend, neighbor, partner, etc.) can complete Section 2 to verify your [employment eligibility documents](#) in person. Your remote agent will be able to access Section 2 of your Form I-9 through the link provided by you after e-signing Section 1.
****Section 1 must be completed on or before your first day of work with the University. Please see page 3 or further instructions.****

INITIAL ONBOARDING TASKS

Complete the Form I-9

This must be completed on or before your first day to ensure there are no issues with your pay or benefits. Instructions are sent via email regarding [Guardian](#), the online system used for I-9 purposes.



New hire information is entered electronically once hired. Log in to Single Sign On (SSO) to complete the tasks below in Workday. (These will be To-Do's added to your Workday inbox.)

1. NEW HIRE INFORMATION

Completed in Workday - Log in to SSO

- Enter Personal Information
- Enter Contact Information
- Change Emergency Contacts
- Edit Workday Additional Data Event

2. ADDITIONAL INFORMATION

REFRESH YOUR INBOX!

- Complete Federal Withholding Elections (W-4 Data)
- Payment Elections (*Direct Deposit*)
- Disability-Self Identification
- Veteran Status Identification
- Enter Social Security Number (*as applicable*)

3. FINALIZE ONBOARDING TASKS

Must be completed in Workday ASAP

- Review Required New Employee Notices
- Change Benefits for Life Event (*if applicable*)



Please be advised that you will be receiving email notifications when you have tasks in your Workday inbox that need your attention.



EMPLOYMENT ELIGIBILITY!

New hires **must** complete the Form I-9.
Section 1 must be completed **on or before** your **FIRST** day of work.
Section 2 must be completed **on or before** your **THIRD** day of work.



SEE PAGE 4
FOR LISTS OF ACCEPTABLE DOCUMENTS

STEPS TO BECOMING AN EMPLOYEE

MANDATORY!

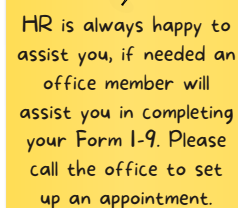
1. Access Section 1 from link in the Welcome Email from HR.
2. Complete Section 1.
3. After e-signing Section 1, enter in the email address for your remote agent (family member, friend, neighbor, etc.)
 - a. Your remote agent must be 18 years or older.
 - b. You must meet with your remote agent in person to complete this step.
4. Your remote agent will be able to access Section 2 through a link emailed to them at the email address you provided after e-signing Section 1.
5. Provide employment eligibility documents to your remote agent.
6. After your remote agent has inspected the documents, they will upload the documents to Section 2. They will then e-sign to complete your part of the Form I-9.

***If needed, you can call the HR office to make an appointment, and an office member will assist you in completing your Form I-9.*



THINGS TO KEEP IN MIND WHEN COMPLETING YOUR FORM I-9

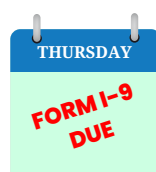
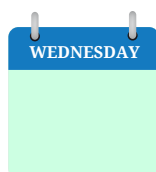
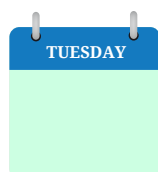
1. Your documents must be **original** and **unexpired**.
2. You meet with your remote agent **in person**.
3. Section 1 must be completed **on or before** your **FIRST** day of work.
4. Section 2 must be completed **on or before** your **THIRD** day of work.



HR is always happy to assist you, if needed an office member will assist you in completing your Form I-9. Please call the office to set up an appointment.



EMPLOYEE COMPLETES
FORM I-9 SECTION 1



EMPLOYER COMPLETES
FORM I-9 SECTION 2

LISTS OF ACCEPTABLE DOCUMENTS

You may provide a document from **List A** which establishes both identity and employment eligibility **or** you may provide a document from **List B** (establishing your identity) **and** a document from **List C** (establishing your employment eligibility). Any document you select to submit must be **unexpired** and in its **original** format.

LIST A Documents that Establish Both Identity <u>and</u> Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. Social card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State <i>(form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)		X Voter's registration card		4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer		5. U.S. Military card or draft record		5. U.S. Citizen ID Card <i>(Form I-197)</i>
		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
		7. U.S. Coast Guard Merchant Mariner Card		7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
		8. Native American tribal document		
	9. Driver's license issued by a Canadian government authority			
	For persons under age 18 who are unable to present a document listed above:			
	10. School record or report			
	11. Clinic, doctor, or hospital record			
	12. Daycare or nursery school record			