**This checklist contains and identifies the steps to hire** **teaching assistants (teacher of record) once position is accepted.**

**ONCE OFFER IS ACCEPTED**

☐ Collect required hiring documents which can be found on the [Faculty Forms webpage](https://facultyresources.provost.txstate.edu/forms.html).

* The appropriate checklist must be submitted with each new hire packet noting materials received.
* Hiring packets must include all required documents, or they will be returned.

☐ As applicable, seek formal guidance from [International Student and Scholar Services](https://www.international.txst.edu/) (ISSS) on immigration-related matters as soon as the selection process concludes.

☐ Requestofficial transcripts from ALL degree granting institutions. [Guidelines for Accepting Transcripts](https://gato-docs.its.txstate.edu/jcr%3A75032aa2-d74d-4ad3-9f97-583e803a73e9/Guidelines%20for%20Accepting%20Transcripts.docx)

* *Faculty and Academic Resources will request ALL Texas State Transcripts.*

☐ Run transaction ZHRPEOPLESEARCH in SAP to find the new hires Texas State ID Number and Net ID. If the new hire is not in the system, complete the [NET ID request](https://doit.txstate.edu/services/netid) through ITAC to obtain Texas State ID and Net ID.

* See [ZHRPEOPLESEARCH](https://gato-docs.its.txstate.edu/jcr%3A93fe2b95-d7e6-47eb-bb51-26a86b0fdfc5/ZHRPeopleSearch%20and%20NETID%20%20Training%20Document_02.2019.pdf) instructions for more details.

☐ New teaching assistants should be added to the [Faculty and GTA/DTA Log](https://txst.sharepoint.com/sites/grp-facultyandacademicresourcesnewfacultygtadtalogs) once the position is accepted.

* The department/school administrative assistant can access log through SharePoint.

☐ Using [HireRight](https://www.hr.txst.edu/manager-toolkit/recruitandhire/how-to-screen/HireRight.html), initiate the electronic Form I-9 and E-Verify process prior to employee’s first day.

* I-9 FAQs can be found [here](https://facultyresources.provost.txstate.edu/forms/I-9.html); typically done every three years (see FAQs).

☐ 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](http://gato-docs.its.txstate.edu/jcr%3Aabdd6252-c310-4c09-aee7-0854e1398895/Faculty%20PCR%20Document%20Naming%20Convention.xls).
* For international hires, departments should email the following to payroll@txstate.edu: selected candidates name, email, rank, department, and start date.

☐ If necessary, complete the [New Position Data Form (NPDF)](https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=https://authentic.txstate.edu/idp/shibboleth&SpSessionAuthnAdapterId=texasStateDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f86a70c22-6787-4689-ab5a-4e90f4caf9a3) to have a new position created in SAP. *(Use transaction PPOSE to identify available position.)*