



N.E.W. Employee Onboarding Administrative Steps

May 2024

Instructions to be used when processing a “regular” staff employee (minimum 50% FTE for 4 ½ months). See [UPPS No. 04.04.15](#) for details. Use in coordination with [New Employee Onboarding: Manager’s Steps](#).

Initial steps for hiring department staff after a position has been offered and accepted:

- Using [HireRight](#), initiate the electronic Form I-9 and E-Verify process before the employee’s first day.
- Send [Personal Data Sheet](#) to new employee. Request they complete the Data Sheet and return it to the Department PCR Initiator before the employee's first day.
- Submit Personnel Change Request (PCR) to set up employee record on payroll and attach Personal Data Sheet.
- For new Benefits-Eligible Staff hires in People Admin, please move your rec for hire to MDC - PCR Pending.

Out-of-Cycle hiring steps:

After Human Resources gives special permission, an employee who begins employment on a day other than the first workday of the week. Approval from HR must be granted prior to completing the PCR. Please attach approval to PCR. Approval can be received from HRBenefits@txstate.edu. See [UPPS No. 04.04.15 Section 03.03](#) for details.

- Instruct employee how and where to obtain parking permit as well as where to park. A copy of the PCR will be needed at Parking Services to verify permit eligibility.
- Instruct employee to attend New Employee Welcome Part I the following week.