



## 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. **Note:** *Document verification for Form I-9 can now be completed virtually per DHS/USCIS guidelines. Please ensure that the Form I-9 is submitted for HRIS to process Personnel Change Requests (PCRs).*
- ☐ 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](mailto: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.