**New Hire Name:** Legal Name **TXST ID: A**       **NetID:**

**Rank:       Department:**

**Posting Number:       Checklist Prepared By:**

PCR Training Materials can be found at the [PCR Resource website](https://www.hr.txst.edu/mdc/pcr-documents.html).

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| --- | --- | --- |
|  | **PCR**  **If needed, complete a New Position Form (NPDF)** in [Dynamic Forms](https://facultyresources.provost.txst.edu/forms.html) to request new position in SAP. Not required if department has an available funded vacant position. | |
| Notes | [**Faculty/Graduate Student Employee Personal Data Form**](https://www.hr.txst.edu/.assets/human-resources/human-resources/forms/new-hire-support/Personal%20Data%20Sheet_fillableMay2024) | Attached to PCR |
| Notes | **W-4 completed via employee self-service**  Note: For international hires, departments should email the following to [payroll@txstate.edu](mailto:payroll@txstate.edu): selected candidates name, email, rank, department, and start date. |  |
| Notes | [**I-9 Completion and E-Verify Validation**](https://www.hr.txst.edu/manager-toolkit/recruitandhire/how-to-screen/HireRight.html)**:** I-9 must be completed no later than the 1st day of employment; Section 3 no later than 3 business days from 1st day of employment.  I-9 FAQs can be found [here](https://facultyresources.provost.txstate.edu/forms/I-9.html); typically done every three years (see FAQs). | HireRight Electronic  I-9 & E-Verify |
| Notes | **Graduate Office Approval:** If justification/exemption is required (see [GA Eligibility Overview/Checklist](https://www.gradcollege.txst.edu/docs/gapcr_checklist.pdf)). | Attached to PCR |
| Notes | **Insurance Eligibility:** [Graduate Student Acknowledgement](http://gato-docs.its.txstate.edu/jcr:7613a78b-3299-4726-be03-ac19a3fe0a40/Graduate%20Insurance%20Acknowledgment.docx)  Applicable for 50% FTE appointments. | Attached to PCR |

\*Note: This checklist is for all graduate student appointments, with the exclusion of teaching assistants. There is a separate checklist for teaching assistant appointments.\*