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

**Rank:       Department:**

**Posting Number:       Checklist Prepared By:**

**ONCE OFFER IS ACCEPTED: Collect hiring paperwork and send it to** [**TXST File Transfer - FAR Hiring Documents**](https://securetransfer.txstate.edu/filedrop/FAR-HiringDocuments)**, update SharePoint GTA/DTA Log, and initiate PCR/I-9.**

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|  | **Hiring Paperwork** | **Notes** |
| [ ] Notes | [**Faculty Contract Offer Recommendation**](https://facultyresources.provost.txst.edu/.assets/faculty-records/documents/hiring-documents/contracting-forms/Faculty%20Contract%20Offer%20Recommendation) *(graduate/doctoral teaching assistants)* | Hard Copy  |
| [ ] Notes | [**Faculty Employment Application**](https://docs.gato.txst.edu/726827/Texas%20State%20University%20Faculty%20Employment%20Application.docx) | Hard Copy  |
| [ ] Notes | [**Background Check Request or Background Check Batch Request**](https://www.hr.txst.edu/talent-acquisition/forms.html)**:** *Required for all new graduate/doctoral teaching assistants.* [AA/PPS 04.01.10](http://policies.txstate.edu/division-policies/academic-affairs/04-01-10.html) | [Dynamic Form](https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=https://authentic.txstate.edu/idp/shibboleth&SpSessionAuthnAdapterId=texasStateDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2ff8f26402-52c8-4c40-a3c1-1a71286c28fa) |
| [ ] Notes | **CV:** [Texas State Vita](https://docs.gato.txst.edu/726846/Texas%20State%20Vita.docx) or [Texas State Vita (w/ Fine Arts Components)](https://docs.gato.txst.edu/726845/Texas%20State%20Vita%20with%20Fine%20Arts%20components.docx) format. | Hard Copy |
| [ ] Notes | [**English Proficiency Form**](https://docs.gato.txst.edu/726855/English%20Proficiency%20Form.doc)**:** *Required for all new teaching assistants.* [AA/PPS 04.01.11](http://policies.txstate.edu/division-policies/academic-affairs/04-01-11.html) | Hard Copy |
| [ ] Notes | **Faculty Qualifications:** Copies of all licensures and/or certifications as either a requirement or justification for employment and/or department/school accreditation. | Hard Copy |
| [ ] Notes | **Official Transcripts** from ALL degree granting institutions. [Guidelines for Accepting Transcripts](https://docs.gato.txst.edu/726862/Transcript%20Guidelines.docx) *(Faculty & Academic Resources will request Texas State Transcripts.)* | **Hard Copy or Electronic** |

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|  | **Teaching Assistant Log** |
| [ ] Notes | **SharePoint GTA/DTA Log:** **ALL** new teaching assistants must be added once the position is accepted. | SharePoint |

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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://docs.gato.txst.edu/688957/Personal%20Data%20Sheet_fillableMay2024.pdf) | Attached to PCR |
| [ ] Notes | **W-4 completed via employee self-service**Note: For international hires, departments should email the following to payroll@txstate.edu: selected candidates name, email, rank, department, and start date.  |  |
| [ ] Notes | **Graduate Office Approval:** Graduate Student Approval | Attached to PCR |
| [ ] Notes | **Insurance Eligibility:** [Graduate Student Acknowledgement](http://gato-docs.its.txstate.edu/jcr%3A7613a78b-3299-4726-be03-ac19a3fe0a40/Graduate%20Insurance%20Acknowledgment.docx)Applicable for 50% FTE appointments.  | Attached to PCR |
| [ ] Notes | [**Selective Service Verification (Male 18-25)**](https://www.sss.gov/) | Attached to PCR |
| [ ] Notes | [**I-9 Completion and E-Verify Validation**](http://www.hr.txstate.edu/Hiring-Manager/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 FAQ can be found [here](https://www.hr.txst.edu/talent-acquisition/hiring-tools/form-i9.html). | HireRight ElectronicI-9 & E-Verify |

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