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

**Rank:       Department:**

**FTE Monthly Salary:** **Cost Center:** **Fund:**

**Months Employed:** **Position Number:** **Posting Number:**

**Checklist Prepared By:**

**ONCE OFFER IS ACCEPTED: Collect hiring paperwork, request NetID, update SharePoint Faculty Log, & initiate PCR/I-9.**

**Use the New Faculty Packet Checklist Hired via PeopleAdmin if the new hire is expected to teach.**

|  |  |  |
| --- | --- | --- |
|  | **Tasks/Documents:** | **Notes:** |
| [ ] Notes | **NetID Request:** Complete [ZHRPeopleSearch](https://docs.gato.txst.edu/726820/ZHRPeopleSearch%20and%20NETID%20Training%20Document.docx) and [NetID Request](https://doit.txstate.edu/services/netid) to setup/reactivate NetID. For international faculty without SS#, contact your designated PCR processor. | Electronic - ITAC |
| [ ] Notes | **Request Official Transcripts:** [**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****(**[*Request templates*](https://docs.gato.txst.edu/726864/Transcript%20Request%20Email%20Templates.docx)**)** |
| [ ] Notes | **Authorization for Employee Moving Expenses:** [Authorization for Employee Moving Expenses](https://www.txst.edu/gao/ap/forms.html) (paid to employee) or [Relocation Services Request](https://www.hr.txst.edu/talent-acquisition/relocation-information.html) (paid to moving company) required if reimbursement for moving allowance is offered. [UPPS 03.01.22](https://policies.txst.edu/university-policies/03-01-22.html) | Hiring Proposal |
| [ ] Notes | **Faculty Qualifications:** Copies of all licensure and/or certifications as either a requirement or justification for employment and/or department/school accreditation. | Hiring Proposal |
| [ ] Notes | [**SharePoint Faculty Log**](https://txst.sharepoint.com/sites/grp-facultyandacademicresourcesnewfacultygtadtalogs)**:** ALL program faculty must be added once position is accepted. | **SharePoint** |

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

For questions related to **PeopleAdmin**, please see the [PeopleAdmin User Guides](https://www.hr.txst.edu/talent-acquisition/hiring-101.html), contact 5-2557 or email [talent@txstate.edu](file:///C%3A%5CUsers%5Cjir41%5CDownloads%5Ctalent%40txstate.edu).

For questions related to **faculty hiring documents**, please contact 5.2786 or email facultyresources@txstate.edu.

For questions related to **PCRs**, please contact 5.2557 or email hris@txstate.edu.

For questions related to **international employment,** please contact inationalemploy@txstate.edu. *International Affairs should be contacted on immigration-related matters as soon as the selection process concludes.*