**This checklist contains and identifies the steps to hire a new program faculty once position is accepted.**

**ONCE OFFER IS ACCEPTED**

☐ Collect required hiring document which can be found on the [Faculty Forms webpage](https://facultyresources.provost.txstate.edu/forms.html).

* The [Program Faculty Checklist](https://docs.gato.txst.edu/726871/PeopleAdmin%20-%20Program%20Faculty%20Packet%20Checklist.docx) must be submitted with each new hire packet noting materials received.
* Hiring packets must include all required documents, or they will be returned.
* Hiring documents for candidates hired through PeopleAdmin system must be attached to online Hiring Proposal.

☐ Requestofficial transcripts from ALL degree granting institutions. [Guidelines for Accepting Transcripts](https://gato-docs.its.txstate.edu/jcr:75032aa2-d74d-4ad3-9f97-583e803a73e9/Guidelines%20for%20Accepting%20Transcripts.docx)

* *Faculty and Academic Resources will request ALL Texas State Transcripts.*

☐ Run transaction ZHRPEOPLESEARCH in SAP to find the new hires Texas State ID Number and Net ID. If the new hire is not in the system, complete the [NET ID request](https://doit.txstate.edu/services/netid) through ITAC to obtain Texas State ID and Net ID.

* See [ZHRPEOPLESEARCH](https://gato-docs.its.txstate.edu/jcr:93fe2b95-d7e6-47eb-bb51-26a86b0fdfc5/ZHRPeopleSearch%20and%20NETID%20%20Training%20Document_02.2019.pdf) instructions for more details.

☐ New program faculty should be added to the [New Faculty Log](https://txst.sharepoint.com/sites/grp-facultyandacademicresourcesnewfacultygtadtalogs) once the position is accepted.

* The department/school administrative assistant can access log through SharePoint.

☐ Send appropriate [Faculty Welcome Letter](https://facultyresources.provost.txst.edu/forms/welcome-letters.html). (Fall and Spring semester start dates).

* *If benefits eligible faculty member will begin employment out-of-cycle (i.e., other than the fall or spring semester hire dates), they should complete the New Employee Welcome Course.*

☐ Using [HireRight](https://www.hr.txst.edu/manager-toolkit/recruitandhire/how-to-screen/HireRight.html), initiate the electronic Form I-9 and E-Verify process prior to employee’s first day.

* Information about I-9s can be found on the [HRIS website](https://www.hr.txst.edu/about.html); typically done every three years (for any questions, contact Talent Acquisition).

☐ Submit Personnel Change Request (PCR) to set up employee record on payroll.

* All support documents must be attached electronically to the E-PCR, using the [Faculty PCR Document Naming Convention](https://docs.gato.txst.edu/726851/Faculty%20PCR%20Document%20Naming%20Convention.xls).
* 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.

☐ If necessary, complete the [New Position Data Form (NPDF)](https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=https://authentic.txstate.edu/idp/shibboleth&SpSessionAuthnAdapterId=texasStateDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f86a70c22-6787-4689-ab5a-4e90f4caf9a3) to have a new position created in SAP. *(Use transaction PPOSE to identify available position.)*

**BENEFIT ELIGIBLE OUT-OF-CYCLE**

If the benefits eligible faculty member will begin employment out-of-cycle (i.e., other than the fall or spring semester hire dates), they should complete the New Employee Welcome Course. This course is designed to provide a benefits overview and information about the many wonderful resources you have at TXST.

☐ Send [Out-of-Cycle Faculty Welcome Letter](https://facultyresources.provost.txst.edu/forms/welcome-letters.html) to notify faculty of New Employee Welcome course available.