

FACULTY NEW HIRE CHECKLIST

_____ **Pending Employee, (Upon receipt of the signed acceptance letter, immediately add the new employee in IRIS as a “Pending Employee.” (This will automatically assign them a personnel number, and add them to LDAP. This will also allow them to be able to obtain a university e-mail account.)***

_____ **Send Initial Hire/Rehire Form, signed acceptance letter, Request to Make an Offer Form, English Competency Form, and curriculum vitae to your Dean’s office. You do not have to wait on the I-9 or W-4 forms before submitting appointment paperwork, these can be submitted later.**

_____ **Schedule HR Orientation** by calling 974-4709 or 974-1910. If all the paperwork is in order when they attend orientation the new hire will be able to obtain their UT ID**, parking, access to Blackboard, etc. This is also where they will sign-up for their benefits.

_____ **I-9** (HR Orientation)

_____ **W-4** (HR Orientation)

_____ **Direct Deposit** (HR Orientation)

_____ **Parking Services** (HR Orientation)

_____ **Outside Interests Disclosure Form** - requires faculty and department head signatures (this form is included with the initial appointment letter sent from the Provost)

_____ **Lock & Key Services*****

_____ **Central Alarm Services*****

Email address may be obtained before even arriving on campus.*

ID cannot be made until initial hire paperwork has been processed in HR.**

Lock & Key AND Central Alarm can not be done until after ID.***