

## NEW EMPLOYEE PROCESSING CHECKLIST

Employee Name \_\_\_\_\_ Date of Hire \_\_\_\_\_

Documents Required For Payroll Processing	Budgeted Employee	Graduate Assistant	Wage Employee
Employee Personal Data, HR-181 (and Disabled Veteran Status, HR-181- Disability)			
Employment Verification Eligibility, Form I-9 – Processed through Guardian			
Form W-4			
Direct Deposit Authorization, AG-501			
Copy of Social Security Card			
Intellectual Property Agreement, AG-470 (2 copies—1 for employee, 1 for Payroll)			
Summary & Acknowledgement of Employee Benefits & Responsibilities, AG-414 (1 copy for employee, 1 copy for Payroll—send all 3 pages)			
Employee In-Processing Acknowledgement, AG-415 (Send both pages)			
Statement of Selective Service Registration Status, AG-401 (all males 18-25 yrs. of age)			
On-line Verification of Selective Service Registration (unless exempt)			
Glacier Tax Summary Report & Required Forms & Documents (for foreign nationals)			
Notification of Approved Petition excluding TAMU students (for foreign nationals only)			
Background Check Completion & Export Control Check (for all foreign nationals)			
Background Check Completion (required for all positions except 02 faculty)			
Hiring Certificate			
Signed Offer Letter			
Statement of Previous State Employment, AG-419, if applicable, sent to previous employer(s)			
Request to Hire (required for Extension County Programs non-classified positions—attach to EPA)			
AG-402, Application for Wage / Temporary Positions			

Reminders	Budgeted Employee	Graduate Assistant	Wage Employee
Job – related credentials verified			
Recruiting File Completed <a href="http://agrilifeas.tamu.edu/documents/checklists-recruiting.pdf">http://agrilifeas.tamu.edu/documents/checklists-recruiting.pdf</a>			
Personnel File set up in Laserfiche <a href="http://agrilifeas.tamu.edu/documents/personnel-file.pdf">http://agrilifeas.tamu.edu/documents/personnel-file.pdf</a> <a href="http://agrilifeas.tamu.edu/files/2013/05/creating-personnel-file-in-laserfiche.pdf">http://agrilifeas.tamu.edu/files/2013/05/creating-personnel-file-in-laserfiche.pdf</a>			
Employee User Account created and added to position description in GreatJobs			
Employee and Supervisor Certified Position Description in GreatJobs			
Required Training courses completed online via TrainTraq (*Employee must complete the courses within the first 30 days of employment processing.)			
Benefit enrollment completed online			
Information Acknowledgement Form, HR-12 (ORP-eligible position only)			
Prior ORP Participation Acknowledgement Form, HR-11 (if previously enrolled in ORP, or eligible for ORP and did not select)			
Activate Email account via the AgriLife People Management System <a href="https://agrilifepeople.tamu.edu">https://agrilifepeople.tamu.edu</a>			