

**NEW EMPLOYEE PROCESSING CHECKLIST**

Employee Name:

Date of Hire:

<b>Documents Required For Hire</b> <i>Submit via LF to WIP-Payroll folder</i> <i>In most cases, documents should not be attached in Workday</i>	<b>Budgeted Employee</b>	<b>Graduate Assistant</b>	<b>Temp/Casual Employee</b>
<b>Copy of Social Security Card</b>			
<b>Background Check Completion email</b>			
<b>Statement of Selective Service Registration Status, AG-401</b> <i>(all males 18-25 yrs. of age)</i> <b>On-line Verification of Selective Service Registration</b> <i>(unless exempt)</i>			
<b>Glacier Tax Summary Report &amp; Required Forms &amp; Documents</b> <i>(for foreign nationals)</i>			
<b>Export Control Check</b> <i>(for all foreign nationals except J-1s)</i>			
<b>Employment Verification Eligibility, Form I-9</b> , paper version <i>(only when a Transfer between Companies)</i>			
<b>Minor's Employment Release, AG-416</b> <i>(if under 18)</i> <i>certification of age document, if needed (DL, passport, birth cert, shot record, etc.)</i>			
<b>Statement of Previous State Employment, AG-419</b> , if applicable, sent to previous employer(s)			
<b>Request to Hire</b> <i>(required for Extension County Programs non-classified positions)</i>			
<b>Application for Temp/Casual Positions, AG-402</b>			
<b>For 02 Faculty:</b> <i>Approval to Hire (on campus)</i> <i>Tenure Track (on campus)</i> <i>If 12 month appointment, approval form needed</i>			

<b>Reminders</b>	<b>Budgeted Employee</b>	<b>Graduate Assistant</b>	<b>Temp/Casual Employee</b>
<b>Obtain employee's UIN via UIN Manager and add UIN to Comments section in Workday during Hire BP</b>			
<b>Required Training courses completed online via TrainTraq</b> <i>(*Employee must complete the courses within the first 30 days of employment processing.)</i>			
<b>Activate Email account via the AgriLife People Management System</b> <i>(<a href="https://agrilifepeople.tamu.edu">https://agrilifepeople.tamu.edu</a>)</i>			
<b>Job – related credentials verified</b>			
<b>Recruiting File Completed</b> <a href="http://agrilifeas.tamu.edu/documents/checklists-recruiting.pdf">http://agrilifeas.tamu.edu/documents/checklists-recruiting.pdf</a>			
<b>Personnel File set up in Laserfiche</b> <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>			