

### HIRING CHECKLIST

**Submit this checklist with the required documents via Laserfiche (LF) to WIP-Payroll using the file name:**  
***Workstation (A/X/V) Monthly/Biweekly (MO/BW) Last Name, First Name, i.e. X MO Doe, John***  
**and the Payroll LF template**

Employee Name: \_\_\_\_\_ UIN: \_\_\_\_\_ PIN: \_\_\_\_\_ Unit/Dept: \_\_\_\_\_

Transfer **Within Same Company/System member?** <sup>1</sup>*Background check required. No documents required unless transfer to position requires degree verification and not previously verified.*

REQUIRED PAYROLL DOCUMENTS/OTHER (Needed to Assign Pay Group)	Staff/ Agency Faculty (budgeted)	College (02) Faculty	Graduate Assistant	Temp/ Casual	Student
<b>Social Security Card</b> copy on or before date of hire.					
<sup>2</sup> <b>Form I-9 Employment Verification Eligibility</b> completed in Guardian prior to or on hire date. The actual form is not needed in LF.					
<b>Foreign Nationals (does not apply to permanent resident cardholders):</b> (1) <b>Glacier Tax Summary Report &amp; Required Forms &amp; Documents</b> (2) <b>Approved AG-713 Export Control Compliance Review Form</b>					
<b>College (02) Faculty – Pre-Hire ID Entered in Workday Comments:</b> (1) <b>Tenure Track Form</b> (2) <b>Offer letter (provided by Dean's Office)</b>					

REQUIRED HUMAN RESOURCES DOCUMENTS	Staff/ Agency Faculty (budgeted)	College (02) Faculty	Graduate Assistant	Temp/ Casual	Student
<b>Degree Verification Email or Official Transcript/Job-Related Credentials</b> needed if required for position or candidate claims to have degree.		FA			
<b>Nepotism: AG-722 Nepotism Disclosure Form</b> , if applicable					
<b>Males: On-line Verification of Selective Service Registration Document</b> (Males 18–25) at <a href="https://www.sss.gov/verify/">https://www.sss.gov/verify/</a>		FA			
<b>Not Hired Through Workday Recruiting (Direct Hires Only):</b> (1) <b>Completed AG-473 Background Check and Background Check Completion Email from HR</b> (2) <b>AG-402 Application</b> (temporary/casual positions) (3) <b>Offer letter</b> (not required for temporary/casual and student positions)		FA			
<b>Under Age 18: AG-416 Minor's Employment Release Form &amp; Certification of Age Documents</b>					
<b>GAR/GAT/GANT/GAE Additional Job: Graduate and Professional School Approval Form</b> – attach to Additional Job Process in Workday or put in WIP Payroll					

OTHER REMINDERS	Staff/Agency Faculty (budgeted)	Graduate Assistant	Temp/ Casual	Student
<b>UIN:</b> Obtain employee's UIN via UIN Manager and <b>add UIN to Comments section in Workday during Hire business process</b>				
<b>AgriLife People Management System</b> – Unit Account Manager will add employee at <a href="https://agrilifepeople.tamu.edu">https://agrilifepeople.tamu.edu</a> . Enter UIN, Job Title, and Contact Information. Activate required IT Services needed by the employee.				
<b>Previous State Employment – AG-419 Statement of Previous State Employment Form (sent to previous employers)</b>				
<b>Required Training Courses</b> completed via TrainTraq within the first 30-days				
<b>Recruiting File Created in Laserfiche</b> <a href="https://agnettam0.sharepoint.com/sites/AdminServices/Forms/ag-428.pdf">https://agnettam0.sharepoint.com/sites/AdminServices/Forms/ag-428.pdf</a>				
<b>Personnel File Created in Laserfiche</b> <a href="https://agnettam0.sharepoint.com/sites/AdminServices/Forms/ag-427.pdf">https://agnettam0.sharepoint.com/sites/AdminServices/Forms/ag-427.pdf</a>				

<sup>1</sup> Background check not required for CEA transferring to CEA position.

<sup>2</sup> I-9 required for transfers changing company/System member.