



ONBOARDING CHECKLIST

Employee Name:

Date of Hire:

Unit:

Documents For Hire <i>Submit via LF to WIP-Payroll folder In most cases, documents should not be attached in Workday</i>	Budgeted Employee	Graduate Assistant	Temp/Casual Employee
REQUIRED: Copy of Social Security Card (On or before date of hire)			
Documents which may be required:			
Background Check Completion email (if not hired through Workday recruiting)			
Degree Verification and job related credentials if applicable			
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)			
Export Control Check, AG-713			
Employment Verification Eligibility, Form I-9 , paper version (If Additional Job with or Transfer from different company)			
Minor's Employment Release, AG-416 (if under 18) & certification of age documents			
Statement of Previous State Employment, AG-419 , if applicable, sent to previous employer(s)			
Request to Hire (for Extension County Programs exempt positions)			
Application for Temp/Casual Positions, AG-402 (if not hired through Workday Recruiting)			
Offer Letter for budgeted positions (if not hired through Workday Recruiting)			
OGAPS approval form for GAR/GAT/GANT if additional job			
For 02 Faculty: <i>Approval to Hire (on campus) Tenure Track (on campus) If 12-month appointment, approval to accrue vacation form required</i>			

Reminders	Budgeted Employee	Graduate Assistant	Temp/Casual Employee
Obtain employee's UIN via UIN Manager and add UIN to Comments section in Workday during Hire BP			
Required Training courses completed online via TrainTraq <i>(*Employee must complete the courses within the first 30 days of employment processing.)</i>			
Activate Email account via the AgriLife People Management System https://agrilifepeople.tamu.edu			
Recruiting File Completed http://agrilifeas.tamu.edu/documents/checklists-recruiting.pdf			
Personnel File set up in Laserfiche http://agrilifeas.tamu.edu/documents/personnel-file.pdf http://agrilifeas.tamu.edu/files/2013/05/creating-personnel-file-in-laserfiche.pdf			