New Hire Checklist

1. Set-Up Duo and Access your PeopleSoft Employee Self-Service portal
   - Reset your UTSA passphrase (temporary passphrase located in new hire email) and set up Duo.
     
     **What is Duo?** Duo is an app that adds an extra layer of security to make sure no one else is accessing your accounts. You **must** set up Duo to access your UTSA accounts, such as when working remotely. Learn how to set up Duo.

2. Once logged in to PeopleSoft, complete the following sections in your Employee Self-Service portal:
   - Complete BEFORE orientation:
     - I-9. You will need to search for this document within PeopleSoft.
     - Address, phone number, emergency contacts and other personal information.
   - Complete AFTER orientation:
     - Direct Deposit information
     - W-4 information

   - Benefit Eligible Employee Acknowledgement Form
   - Worker’s Compensation Network Acknowledgement Form
   - Prior State Service Questionnaire
   - Authorization to Release Student Employment Records

4. Connect with manager BEFORE first day.
   See your new hire email for contact information.

5. Attend Bold New Journey orientation!
   See your new hire email for date, time and location.
   - Bring identification documents for verifying I-9 (see List of Acceptable Documents).

6. Parking Permits
   - Purchase a parking permit. Permits are required to park on campus. If you are a remote employee, consider a telecommuter parking pass.

7. Watch for Employee Benefits Enrollment email.
   - If you are benefits-eligible, enroll in benefits according to instructions emailed from Employee Benefits.