Benefits-Eligible Employees New Hire Checklist

1. **Set up Duo and access your Employee Self-Service portal.**
   - Reset your [UTSA passphrase](https://utexas.edu) and set up [Duo](https://duo.utexas.edu).
   
   **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](https://support.utsa.edu/helpCENTER/duo).

   If you have technical difficulties, please contact Tech Café at 210-458-5555.

2. **Once logged in to PeopleSoft, complete the following sections in your Employee Self-Service portal.**
   
   **Prior to Orientation**
   - I-9: Complete Section I of your I-9 BEFORE orientation. You will need to search for this document within PeopleSoft. See Step 5 for documents needed to verify identity during orientation.
   - Address, phone number and other personal information
   - Emergency contacts

   **After Orientation**
   - Direct deposit information (complete on the first day of work)
   - W-4 information (complete on the first day of work)

3. **Complete New Employee Acknowledgement Forms via DocuSign.**
   - Benefits-Eligible Employee Acknowledgement Form
   - Worker’s Compensation Network Acknowledgement Form
   - Prior State Service Questionnaire
   - Authorization to Release Student Employment Records
   - Selective Service Statement of Registration Status

4. **Emergency Alerts Notifications**
   - Log into [myUTSA Account](https://myutsa.utsa.edu) to set up your preferences for receiving university alerts.

5. **Connect with your manager BEFORE the first day.** See your new hire email for contact information.

6. **Attend Bold New Journey orientation!** See your new hire email for the date, time, and location.
   - Bring identification documents for verifying I-9 (see [List of Acceptable Documents](https://hr.utsa.edu/employee-benefits/employees-new-hire)).

7. **Parking Permits**
   - Purchase a [parking permit](https://parking.utsa.edu). Permits are required to park on campus. If you are working in a remote or hybrid modality, consider a [telecommuter parking pass](https://hr.utsa.edu/employee-benefits/telecommute).

8. **Watch for the Employee Benefits Enrollment email.**
   Within the first seven days of employment, you will receive an email to enroll in benefits. Please follow the instructions according to the email from [Employee Benefits](https://hr.utsa.edu/employee-benefits). If after the seventh business day you have not received this email, contact HR@utsa.edu.

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