Benefits-Eligible Employees New Hire Checklist

1. **Set up Duo and access your Employee Self-Service portal.**
   - Reset your [UTSA passphrase](#) 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](#).

   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 [ASAP](#) 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](#)).

7. **Parking Permits**
   - Purchase a parking permit. Permits are required to park on campus. If you are working in a remote or hybrid modality, consider a telecommuter parking pass.

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](#). If after the seventh business day you have not received this email, contact [HR@utsa.edu](mailto:HR@utsa.edu).

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