UTSA People Excellence

New Hire Checklist

1. **Once logged in to PeopleSoft, complete the following sections in your Employee Self-Service portal.**
   Before 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)*

2. **Complete your** New Hire Employment Form **via DocuSign.**
   - ❒ New Employee Acknowledgement Form
   - ❒ Authorization to Release Student Employment Records
   - ❒ Selective Service Statement of Registration Status
   - ❒ Prior State Service Questionnaire

3. **Emergency Alerts Notifications**
   - ❒ Log into **myUTSA Account** to set up your preferences for receiving university alerts.

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

5. **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).

6. **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.

7. **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.

May 2023