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