Non-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.**
   - Non-Benefits Eligible Employee Acknowledgement Form
   - Worker’s Compensation Network Acknowledgement Form
   - 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.