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)

   - 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.