**Hiring Coordinator Instructions:** When an employee moves from a budgeted position to a seasonal position with no break in service, the action should be handled as a transfer and is not subject to the following process. When an employee terminates from a budgeted position, has a break in service and wants to return as a seasonal, the following process must be used. Use this checklist when processing each new seasonal employee. Follow the instructions listed next to each form or section. **All forms must to be sent together to Employee Development (ED) in College Station by overnight mail**. ED will then deliver the appropriate forms to the Payroll and Support Services Department. Make sure the employee uses the same name on all the enrollment papers, i.e., not the actual name on one form and a nickname on another form. Refer processing questions to (979) 458-6690 or by e-mail to hr\_help@tfs.tamu.edu

**Employee Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Prior to Hire

* **Contact ED to ensure proper application and posting requirement(s) are met.**

* **Completed Employment Application (retrieve from Great Jobs)**
* *Ensure qualifications meet position description (PD) requirements.*
* *Not applicable for student employees.*
* **Contact ED for Driver License/Background check and Degree Verification**
* *Fax the completed Background Check Request Form and Verification of Degree Release Form (if applicable) to ED at (979)458-6699 prior to sending the hiring packet. Results from this check must be received before a seasonal employee can be hired.*
* ***Under no circumstances should a seasonal employee be working for TFS before the Driver License/Background check has come back and the results have been shared with the supervisor or hiring coordinator. This process is identical to that for regular employees! An email serves as the proper notification of clearance for hire in this process. This must accompany hiring packet sent to ED.***
* **Contact ED for verification of degree (if required)**
* *An email serves as the proper notification of clearance for hire in this process. This must accompany hiring packet sent to ED.*
* **Verify other credentials (if required)**
* *Hiring supervisor should verify any other credentials required on PD.*

# Employment Papers Completed by Employee

* **Employment Eligibility Verification (Form I-9)**
* *Section 1 completed and signed by the employee on the first day of employment.*
* *Section 2 completed and signed by hiring coordinator. See the last page of the form for choices of authorized identification.*
* *The signed Form I-9 form must be faxed to ED at (979)458-6699 on the first day of employment for verification of compliance.*
* *The completed original Form I-9 form and a photocopy of all forms of identification must be sent by overnight mail to ED* ***within 24 hours of the first day of employment*** *along with the complete hiring packet.*
* **Driver License and Social Security Card**
* *Copies of the Driver License and Social Security Card are required to establish an employee in the payroll system.*
* *The Driver License and Social Security Card must be faxed to ED at (979) 458-6699 on the first day of employment to assign the new employee a UIN for access to online training.*
* **Employee ID Picture**

**♦** *Take picture of employee and send via email to ED. ED will generate ID badge and mail to the employee.*

* **Employee Personal Data Form**
* *Complete front; sign and date back*. *Remind new employees to update information as changes occur.*
* **W-4 Employee’s Withholding Allowance Certificate**

♦ *Employee should complete the bottom section of the form. Make sure sections 3 and 5 are filled in along with employee signature and date. Deduction changes can be made any time throughout the year.*

* **Direct Deposit Authorization Form**

♦ *Must submit voided check with this form.*

* **Verification of Prior State Employment**
* *The employee is responsible for completing this form by providing the agency address and information, if applicable. Return form to ED. Not applicable to student employees.*
* **Statement of Selective Service Registration Status**

♦ *Male employees 18-25 years of age must complete. The online verification form should be attached behind form.* [*http://www.sss.gov/default.htm*](http://www.sss.gov/default.htm)

### Payroll

* **Biweekly Payroll Schedule**

♦ *Provide copy to employee.*

### Required New Employee Notices

* **Notice to Employees of Worker’s Compensation Insurance**

♦ *Employee must sign.*

* **Notice of Privacy Practices (HIPAA)**

♦ *Provide copy to employee.*

* **Information Security Acknowledgement**

♦ *Employee must sign.*

* **TDA Eligibility Notice**

♦ *Provide copy to employee.*

* **Texas Department of Health – Texas Hazard Communication**

♦ *Provide copy to employee.*

* **DSHS - HIV/AIDS Brochure**

♦ *Provide copy to employee; review with employee.*

* **TFS Rule 34.02.01.F1 – Drug and Alcohol Abuse and Rehabilitation Programs**

♦ *Provide copy to employee; review with employee.*

* **A&M System Policy 07.01 – Ethics**

♦ *Provide copy to employee.*

# Training – *Training must be completed on the first day of employment. Seasonal employees are required to complete the same initial training and refresher training as regular employees. Seasonal employees (including student workers) must complete the online classes listed below. To complete the training online the employee needs a UIN. Upon receipt of a CLEAR Driver License and Criminal History report, the new employee will be assigned a UIN. The results of the Driver License and Criminal History check will be emailed to the supervisor along with the newly generated UIN/ADLOC. To get the new employee into the training system, log on to* [*http://sso.tamus.edu*](http://sso.tamus.edu) *. Click on New Employees - Set Up Your Password. Follow the steps through password completion. Once in the system, click on TrainTraq. Find the courses listed below and begin the online training sessions.*

* **Driving Safety (Video) – “Are You Playing with a Full Deck?”**
* **Creating a Discrimination-Free Workplace (Online)**
* **Ethics (Online)**
* **Information Security Awareness (Online)**
* **Orientation to the A&M System (Online)**
* **New Student Employee Orientation (Online) - [Texas A&M University System Student Workers Only]**
* **Reporting Fraud, Waste & Abuse (Online)**
* **Unit Safety Orientation (Locally delivered)**
* **Hazard Communication (Online) *\*Course will be assigned to employees required to take it\****

##### Hiring Supervisor’s Responsibility

* **Request for Form 500** **Personnel/Budget Action** (*All necessary signatures must be completed before sending to ED. Please send in with hiring packet.)*
* **Work Capacity Test (***Not applicable to student employees)*

1. *Health Screening Questionnaire faxed/emailed to ED.*
2. *Medical Clearance (if directed by ED).*
3. *Work Capacity Test scheduled within 60 days, with results sent to TICC and ED.*

**Employee Certification**

**I certify that I received the above notices, policies and procedures and have completed ALL new employee required training.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature Date**

**Hiring Coordinator Review**

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**Hiring Coordinator Signature Date**

**ED Review** (Completeness and compliance with all A&M System and TFS policies and procedures.)

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**ED Representative Date**