

## HIRING CHECKLIST

Employee Name: \_\_\_\_\_ UIN \_\_\_\_\_ PIN \_\_\_\_\_ Unit/Dept: \_\_\_\_\_

☐ Transfer **Within Same Company/System member?** <sup>1</sup>Background check required. No documents required unless transfer to position requires degree verification and not previously verified.

REQUIRED DOCUMENTS	Staff/ Agency Faculty budgeted	College (02) Faculty	Graduate Assistant	Temp/ Casual; Student
Submit this form along with required documents via LF to WIP-Payroll using file name: <i>Workstation MO/BW (monthly/biweekly) Last Name, First Name, i.e. X MO Doe, John</i>				
Social Security Card – copy (On or before date of hire)				
Degree Verification, Job-related credentials (if required for position or candidate claims to have degree)		DOF		
<b>Males:</b> On-line Verification of Selective Service Registration (Males 18 – 25) – OR -- Statement of Selective Service Registration Status, AG-401 (if exempt)		DOF		
<b>Foreign Nationals:</b> (1) Glacier Tax Summary Report & Required Forms & Documents (2) Export Control Check, AG-713				
<b>Previous State Employees:</b> Statement of Previous State Employment, AG-419, <b>sent to previous employer(s)</b>				
<b>Not Hired through Workday Recruiting:</b> (1) Background check completion certificate (2) Application, AG-402 (not required for student positions) (3) Offer letter (not required for temp/casual and student positions)		DOF		
<b>College (02) Faculty – Pre-Hire ID entered in Workday comments:</b> (1) Tenure Track form (2) If 12-month disbursement plan & tenure/tenure track, vacation accrual form (3) Offer letter (provided by Dean's Office)				
<b>Under Age 18:</b> Minor's Employment Release, AG-416 & certification of age documents				
<b>GAR/GAT/GANT/GAE additional job:</b> OGAPS approval form				

OTHER REQUIREMENTS	Staff/ Faculty (budgeted)	Graduate Assistant	Temp/Casual and Student
UIN: Obtain employee's UIN via UIN Manager and <b>add UIN to Comments section in Workday during Hire BP</b>			
<sup>2</sup> Form I-9 Employment Verification Eligibility completed in Guardian			
AgriLife People Management System – add employee <a href="https://agrilifepeople.tamu.edu">https://agrilifepeople.tamu.edu</a> Enter UIN, Job Title and Contact Information Activate required Information Technology Services needed by the employee.			
Required Training courses completed online via TrainTraq within 1 <sup>st</sup> 30- days			
Recruiting File Completed <a href="http://agrilifeas.tamu.edu/documents/checklists-recruiting.pdf">http://agrilifeas.tamu.edu/documents/checklists-recruiting.pdf</a>			
Personnel File set up in Laserfiche <a href="http://agrilifeas.tamu.edu/documents/personnel-file.pdf">http://agrilifeas.tamu.edu/documents/personnel-file.pdf</a> <a href="http://agrilifeas.tamu.edu/files/2013/05/creating-personnel-file-in-laserfiche.pdf">http://agrilifeas.tamu.edu/files/2013/05/creating-personnel-file-in-laserfiche.pdf</a>			

<sup>1</sup> Background check not required for CEA transferring to CEA position.<sup>2</sup> I-9 required for transfers changing company/System member