INSTRUCTIONS

This checklist will aid in the process of hiring new employees and is not intended to be turned in to HR. All items must be completed and turned into HR in order for the employee to be paid.

UIN MANAGER

☐ Check through the UIN manager to see if the employee has a UIN.
  • If a UIN cannot be found, create a UIN through the UIN manager.
  • If there is an error, email a screenshot of the error screen to HR at i9desk@tamucc.edu and HR will get back to you ASAP to solve the problem.
  • Make sure the employee knows their UIN to login to SSO.

NEW HIRE PACKET

☐ Provide New Hire Packet to employee and ensure packet is filled out completely.
  • Link for New Hire Packet and Background check: https://hr.tamucc.edu/Faculty_Staff_Resources/Forms/index.html

☐ Email New Hire Packets and background checks to hirepack@tamucc.edu.
  • The New Hire Packet is sent separately from the I-9. The I-9 is completed through Guardian.
    * Separate multiple New Hire Packets you may be emailing.
    * Send packets individually, as we have to manually separate them when they are emailed together.

GUARDIAN

☐ Complete the I-9 form in Guardian ON OR BEFORE the first day of hire.
  • The employee must bring unexpired documents listed on the Acceptable Documents Form.
  • Employees choose one item from List A or an item from List B AND List C.
    * Any item from List B must have a valid photo. These must be valid, hard copies.

☐ Employee completes Section 1 of the I-9.
  • Employees may complete Section 1 at a processor's computer with the processor standing nearby, but the employee must complete this step themselves.
    * The only reason you should ever fill out Section 1 for an employee would be if they are physically unable to fill out the form or if there is a language barrier that prevents them from filling out the form (this would be the only reason to select that they used a preparer/translator).
  • There is a Federal mandate Day 1/Day 3 Rule. Meaning, we have three days after the day the I-9 was completed to be legally compliant.

☐ Upload employment eligibility provided by the employee to the I-9 OnDocs section.

MISCELLANEOUS

☐ Inform the employee of log in to Single Sign On to enroll in Direct Deposit through HR Connect.

☐ Employee completes all mandatory trainings (TrainTraq, etc.).