HIRING CHECK LIST - FOR CAMP DIRECTORS

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 in order for the employee to be paid.

HIRE IN WORKDAY
Check to see if the employee is already in Workday.

- If you cannot find them and are sure they have not worked on campus, create a prehire record for the employee and instruct them to go to HR with employment eligibility documents.
- If the position has not yet been created, initiate the create position process in Workday.
- Once the position is created, hire the employee into the position using the hire (new to working on campus) or add additional job (already employed on campus) process in Workday.

*Names must be entered correctly, and not in all caps. Entering incorrectly will cause issues downstream.
*As we are an E-Verify employer, employees without a Social Security Number must apply for and receive an SSN. Contact i9Desk@tamucc.edu for details.

HR CONTACT

5 To Do’s in Workday for department contact

1. Complete Export Controls (foreign national employees: be sure no special action is required by contacting the Research and Compliance Specialist)
2. Complete Selective Service (HR completes - notate in comments and submit)
3. Complete Minor’s Employment Release (either n/a in comments or submit this form to HR for minors: http://assets.system.tamus.edu/files/hr/forms/200.pdf and notate form sent)
4. Complete Degree Verification (if not required: N/A in comments)
5. Complete Background check (see below)

NEW EMPLOYEES
Provide Background Check Authorization Form to employee and turn completed form in to HR.

- UIN will be created by HR.
- Instruct Employee to bring their original I-9 documents on or before their first day of work to HR.
- Employees choose one item from List A or an item from List B AND List C from the Acceptable Documents Form. Any item from List B must have a valid photo. These must be valid, hard copies.

* Email Background Check Authorizations to hirepack@tamucc.edu.
* The Background Check is separate from the I-9. The I-9 is completed by HR.
* I-9 List of Acceptable Documents can be found here: https://www.uscis.gov/i-9-central/acceptable-documents

MISCELLANEOUS
Direct Deposit will be part of the employee Onboarding activities.

Ensure employee is able to login to SSO. If they did not receive a temporary password, contact HR.
Instruct employee to complete all Onboarding activities in order.

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