

INSTRUCTIONS

1. Complete the [Background Authorization Form](#) and submit to HR by [email](#) or in person .
2. Anticipate an email containing login credentials to [Single Sign On](#) (SSO). This email is sent to new employees after the Hire process is completed in Workday- additional instructions on Page 2.
3. Please ensure [employment eligibility documents](#) for the Form I9 are provided in person to the Human Resources Office *on or before* the first day of work with the university.

INITIAL ONBOARDING TASKS

Must be completed in Workday - Log in to [SSO](#)

- Enter Contact Information
- Enter Personal Information
- Complete Form I9



Ensure employment eligibility documents are brought to HR **on or before hire date*
**Instructions are sent via email regarding Guardian, the online system used for I9 purposes.*

PLEASE NOTE!

New tasks will be added to your Workday inbox! The hiring department will trigger an onboarding process which will create To Do's for you to complete in Workday. Please log back in soon.

ADDITIONAL ONBOARDING TASKS

Must be completed in Workday ASAP

- Review Required New Employee Notices
- Complete Disability-Self Identification
- Complete Veteran Status Information
- Change Photo
 - * Skip immediately if no photo available
 - * All photos require supervisor approval
- Change Emergency Contacts
- Edit Government ID's
 - *Add Social Security Number
- Complete Federal Withholding Elections on 1st Day
- Update Education



You will complete tasks from within your inbox.

Do not use Workday worklets to complete tasks!

Delaying the completion of steps (or using worklets) could impede the university's ability to pay you.

FINALIZE ONBOARDING TASKS

Must be completed in Workday ASAP

Manage Payment Elections (Direct Deposit)

Change Benefits for Life Event - if applicable



Please log in again to Workday! Depending on timeline for completion of HR review of the hiring process for your position, additional tasks may be added to your Workday inbox.



Thank you for completing all onboarding tasks in Workday!
Your department may require a copy of this completed checklist.



EMPLOYMENT ELIGIBILITY!**BE PREPARED WITH ACCEPTABLE DOCUMENTS
CLICK HERE!**

New hires must meet with Human Resources. Documents that establish both identity and employment authorization must be provided on or before the third day of work.



**SEE PAGE THREE
FOR LISTS OF ACCEPTABLE DOCUMENTS**

UIN

Your Universal Employee Number (UIN) is _____

Use your UIN to create a Single Sign On (SSO) account at:

<https://sso.tamus.edu>**STEPS TO BECOMING AN EMPLOYEE****MANDATORY**

- 1 Locate the email from Human Resources to Complete Form I-9.
- 2 Complete the Form I-9 task with your name as it appears on your Social Security Card or Passport.
- 3 Section 1 of the Form I-9 must be completed BEFORE your first day of work.
- 4 Once you complete the Form I-9, go to the Human Resources Office with the documents you want to use to support the Form I-9.
- 5 Once you are in SSO, find and click on the link for Workday.
- 6 Go to your Workday Inbox. You will have several tasks in your inbox. Open each task and complete them as directed.

***You may not begin to work until your Form I9 is completed with Human Resources!***

LISTS OF ACCEPTABLE DOCUMENTS

You may provide a document from **List A** which establishes both identity and employment eligibility **or** you may provide a document from **List B** (establishing your identity) **and** a document from **List C** (establishing your employment eligibility). Any document you select to submit must be **unexpired** and in its **original** format.

LIST A Documents that Establish Both Identity <u>and</u> Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. Social card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State (form FS-545 or Form DS-1350)
3. An unexpired foreign passport with a temporary I-551 stamp		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)		X Voter’s registration card		4. Native American tribal document
		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I94, bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, if that status authorizes the alien to work for the employer		6. Military dependent’s ID card		6. ID Card for use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		7. Unexpired employment authorization document issued by DHS (other than those listed under List A)
		9. Driver’s license issued by a Canadian government authority		
	For persons under age 18 who are unable to present a document listed above:			
		10. School record or report		
		11. Clinic, doctor, or hospital record		
		12. Daycare or nursery school record		