

**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 \(SSO\)](#): <https://sso.tamus.edu>. Use your UIN to create a Single Sign On (SSO) account.
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**

- 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 hire information is entered electronically once hired. Log in to [Single Sign On \(SSO\)](#) to complete the tasks below in Workday. (These will be To-Do's added to your Workday inbox.)

**I. NEW HIRE INFORMATION**

*Completed in Workday - Log in to SSO: <https://sso.tamus.edu>*

- Enter Personal Information**  
*\*Gender, Date of Birth, Citizenship Status*
- Enter Contact Information**  
*\*Address, Phone Number, Email(s)*
- Change Emergency Contacts**
- Edit Workday Additional Data Event**  
*TRS, Veteran Preference, Privacy Flag, **Direct Deposit Declaration***



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.*

**II. ADDITIONAL INFORMATION**

*Refresh your inbox!*

- Complete Federal Withholding Elections (W-4 Data)**
- Payment Elections (Direct Deposit)**
- Disability-Self Identification**
- Veteran Status Identification**
- Enter Social Security Number (as applicable)**

**III. FINALIZE ONBOARDING TASKS**

*Must be completed in Workday ASAP*

- Review Required New Employee Notices**       **Change Benefits for Life Event - if applicable**



*Please periodically log in to Workday via SSO! Depending on time line for completion of HR review of the hiring process for your position, additional tasks may be added to your Workday inbox.*

**UIN**

**My Universal Employee Number (UIN) is \_\_\_\_\_**

**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 I9.
- 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.

<b>LIST A</b> Documents that Establish Both Identity <u>and</u> Employment Eligibility	<b>OR</b>	<b>LIST B</b> Documents that Establish Identity	<b>AND</b>	<b>LIST C</b> Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired <del>or expired</del> )		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 ( <i>other than a card stating it is not valid for employment</i> )
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 ( <i>form FS-545 or Form DS-1350</i> )
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)		<del>X</del> Voter's registration card		4. Native American tribal document
		5. U.S. Military card or draft record		5. U.S. Citizen ID Card ( <i>Form I-197</i> )
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 ( <i>Form I-179</i> )
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		7. Unexpired employment authorization document issued by DHS ( <i>other than those listed under List A</i> )
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report		
		11. Clinic, doctor, or hospital record		
		12. Daycare or nursery school record		