Temporary Employee Hire Checklist

Action Items for the Hiring Manager:

	Provide an offer letter including start date, position title, and salary information.
	Rehire: Employed within the last 12 months – only an offer letter is required.
	New Hire: New hire paperwork listed below is required.

Action Items required by the prospective Employee:

	If not employed within the last 12 months, bring the following forms to HR:
	• Employee Data Sheet • Intellectual Property form • Network Requirements form • Related Party Disclosure form • Foreign National Tax Packet (international student only) • Primary Language form (Adjuncts only) • Outside Activities form (Adjuncts only, if applicable) • Certification for Retirement Eligibility (Adjuncts only, if applicable)
	Complete an Electronic I-9 form
	Complete the Background Check.
	Before performing any work, every new employee must appear in the Office of Human Resources with acceptable documentation to complete the I-9.

Action Items required by the eFORM Initiator:

	Always search for employees by social security number before entering an ePAR, even if they have never worked at UHCL. It is imperative that we do not have a duplicate ID for any employee.
	Submit the hire ePAR. The stamped offer letter must be uploaded with the ePAR.
	Once the ePAR has been reviewed, approved, and executed, please let the hiring manager and employee know they have been activated in our payroll system and can begin working.

Onboarding to be completed by the Hiring Manager/Employee:

	If the employee is a brand-new hire, they must complete the End User License Agreement (EULA) to claim their UHCL username and create a password. This username and password will grant them access to PASS and their work email account. New employee training notices will be sent to the employee's work email address.
	Once employee is on our Payroll, it is required that they set up their direct deposit information and review the pay schedules.