



School of UNDERGRADUATE STUDIES

UGS Business Office Checklist for New Student Hires

	Completed
1. Once you are hired, email HR Assistant Crystal Dumbeck (crystal.dumbeck@austin.utexas.edu) to schedule an appointment to complete employment paperwork. Include your name, EID, position, and department.	
2. Come to the appointment with appropriate paperwork. A list of acceptable documents can be found here: http://www.utexas.edu/hr/current/services/I9docs.html	
3. Complete Biographical Record, I-9, and Background Check Request with HR Assistant.	
4. Authorize Background Check through email or the link below after appointment with HR Assistant. https://utdirect.utexas.edu/apps/hr/onboard/bca/applicant/	
5. Complete your paycheck profile including your payroll information. Also remember to select your preferred method for paycheck distribution. Ask your supervisor for your campus mail code. https://utdirect.utexas.edu/payroll/po8/payroll_info.WBX	
6. Acknowledge the Ethics Statement. https://utdirect.utexas.edu/pnethc/pn_ethics.WBX	
7. For males between ages 18-25, complete the Selective Service Eligibility and Verification. https://utdirect.utexas.edu/pnsel/sel_svc_verif.WBX	
8. Complete your compliance training. https://utdirect.utexas.edu/cts/index.WBX	
9. Read and acknowledge the Compliance and Ethics Guide. http://www.utexas.edu/administration/oic/cts/cw100e/CEGOnline.pdf	

Items 1-5 must be completed before your first day of work. Items 6-9 must be completed within 30 days of initial workday. Failure to comply with all requirements will result in termination of employment after one warning.