



School of UNDERGRADUATE STUDIES

UGS Business Office  
Checklist for New Student Hires

Completed

1. Once you are hired, email HR Assistant Chan Phan ( <a href="mailto:chan.phan@austin.utexas.edu">chan.phan@austin.utexas.edu</a> ) 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: <a href="http://www.utexas.edu/hr/current/services/I9docs.html">http://www.utexas.edu/hr/current/services/I9docs.html</a>	
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. <a href="https://utdirect.utexas.edu/apps/hr/onboard/bca/applicant/">https://utdirect.utexas.edu/apps/hr/onboard/bca/applicant/</a>	
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. <a href="https://utdirect.utexas.edu/payroll/po8/payroll_info.WBX">https://utdirect.utexas.edu/payroll/po8/payroll_info.WBX</a>	
6. Acknowledge the Ethics Statement. <a href="https://utdirect.utexas.edu/pnethc/pn_ethics.WBX">https://utdirect.utexas.edu/pnethc/pn_ethics.WBX</a>	
7. For males between ages 18-25, complete the Selective Service Eligibility and Verification. <a href="https://utdirect.utexas.edu/pnsel/sel_svc_verif.WBX">https://utdirect.utexas.edu/pnsel/sel_svc_verif.WBX</a>	
8. Complete your compliance training. <a href="https://utdirect.utexas.edu/cts/index.WBX">https://utdirect.utexas.edu/cts/index.WBX</a>	
9. Read and acknowledge the Compliance and Ethics Guide. <a href="http://www.utexas.edu/administration/oic/cts/cw100e/CEGOnline.pdf">http://www.utexas.edu/administration/oic/cts/cw100e/CEGOnline.pdf</a>	

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.