

Temporary Employee Hire Checklist

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| | Action Items <u>Hiring Manager:</u> |
| | 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: |
| | Actions required by the <u>prospective employee:</u> |
| | The prospective new employee will need to complete the following: |
| | Employee Data Sheet |
| | Patent Disclosure Form |
| | Related Party Disclosure Form |
| | Network Requirements Form |
| | Complete an electronic I-9 form . |
| | Complete the background check online this form will look identical to the I-9, but it is different and the employee will need to begin this form as a new user. |
| | Additionally, before performing any work, every new employee must appear in the Office of Human Resources with acceptable documentation to complete Form I-9. |
| | Actions required by the appropriate <u>Business Administrator:</u> |
| | Always search employees by social security number before entering an ePAR – even if the employee has never worked at UHCL. It is imperative that we do not have a duplicate ID for any employee |
| | Submit 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 that they have been activated in our payroll system, and can begin working. |
| | Onboarding to be completed by <u>Hiring Manager/Employee:</u> |
| | 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. https://profiles.uhcl.edu/EULA |
| | This username and password will grant them access to PASS and their email account. New employee training notices will be sent to the employee’s work email address. |
| | If the employee is a current student, their PASS login credentials will be the same as their student e-services login credentials. They must complete the EULA to establish their employee email address. |
| | Now your employee is on our Payroll – it is required that they set up their direct deposit information , and review the pay schedules . |