**Hiring Coordinator Instructions:** Employees who move from a budgeted position to a seasonal position with no break in service are handled as a transfer and are not subject to the following process. Employees who terminate from a budgeted position, have a break in service and want to return as a seasonal, follow the process below.Use this checklist when processing seasonal, student intern or student workers.

Follow the instructions listed next to each form or section. **All forms must be sent to Employee Development (ED) in College Station by e-mail or fax.**  ED will deliver the appropriate forms to the Payroll and Support Services Department. Make sure the employee uses the same name on all the enrollment papers, i.e., not the actual name on one form and a nickname on another form. Refer processing questions to (979) 458-6690 or by e-mail to hr\_help@tfs.tamu.edu.

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| --- |
| **Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Prior to Hire** |
|[ ]  **Contact ED to ensure proper application and posting requirement(s) are met.** * *Not applicable for student worker positions.*
 |
|[ ]  **Completed Employment Application (retrieve from Workday)** * *Ensure qualifications meet position description (PD) requirements.*
* *Not applicable for student worker positions.*
 |
|[ ]  **Contact ED for Confirmation of Completion for Driver License/Background Check and Degree Verification*** *Background Checks and Degree Verifications for seasonal and student intern positions will be completed through Workday. No documents are required for initiation.*
* *Background Checks for student worker positions will go through ED and AgriLife. The Background Check Request form is required for initiation.*
* ***Under no circumstances should a seasonal, student intern or student worker begin working for TFS before the Driver License/Background Check has come back and the results have been shared with the supervisor or hiring coordinator. This process is identical to that for regular employees. An e-mail serves as the proper notification of clearance for hire in this process. This must accompany hiring packet sent to ED.***
 |
|[ ]  **Verify other credentials (if required)** * *Hiring supervisor should verify any other credentials required on PD.*
 |
|[ ]  **Prepare a Form 500 and route for approval*** *Follow the internal procedures of the respective division for initiating a Form 500.*
 |
| **Employment Requirements Completed by Employee** |
|[ ]  **Employment Eligibility Verification (Form I-9)*** *An e-mail is sent to the new seasonal with instructions for completing Section 1 on-line.*
* *Seasonals, student interns and student workers will complete Section 1 at headquarters unless they are hired in a field office in which case they will receive an e-mail with instructions for completing Section 1 on-line.*
* *A photocopy of the new hire's driver’s license and social security card must be faxed to ED* ***on the first day of employment*** *along with the complete hiring packet. If the new hire presents a different form of identification of employment eligibility, please contact ED for further guidance.*
* *Seasonals, student interns and student workers hired in College Station will have their driver’s license and social security card photocopied in ED.*
 |
|[ ]  **Driver License and Social Security Card*** *ED will provide copies of the Driver License and Social Security card to the Payroll Office to establish employee in Workday and to assign the new employee a UIN for access to on-line training.*
 |
|[ ]  **Employee Personal Data**  * *Employee will complete in Workday from an InBox task item.* *Remind new employees to update information as changes occur.*
 |
|[ ]  **W-4 Employee’s Withholding Allowance Certificate**♦ *Employee will complete in Workday from an InBox task item. Deduction changes can be made any time throughout the year.* |
|[ ]  **Direct Deposit Authorization** ♦ *The employee must complete the Direct Deposit Declaration in Workday from an InBox task item before being allowed to enroll in direct deposit. The employee must declare whether or not they have instructions set up with their bank to automatically wire funds to a foreign bank. Employees who have this type of instructions set up with their bank will not be allowed to enroll in direct deposit. Employees who don’t have this type of instructions set up with their bank will receive another InBox task item to enter their banking information for direct deposit in Workday.*  |
|[ ]  **Verification of Prior State Employment** * *The employee is responsible for completing this form by providing the agency address and information, if applicable. Not applicable to student interns or workers. Return form to ED.*
 |
|[ ]  **Statement of Selective Service Registration Status** ♦ *Male employees 18-25 years of age must complete the form. Return form to ED.* |
|[ ]  **Information Security Acknowledgement**♦ *Employee must sign. Return form to ED.* |
|[ ]  **Notice to Employees of Worker’s Compensation Insurance**♦ *Employee must sign. Return form to ED.* |
| **Payroll** |
|[ ]  **Biweekly Payroll Schedule*** *Provide copy to employee.*
 |
| **Required New Employee Notices** |
|[ ]  **A&M System Policy 07.01 – Ethics**♦ *Provide copy to employee.* |
|[ ]  **A&M System Regulation 08.01.01 – Civil Rights Compliance**♦ *Provide copy to employee.* |
|[ ]  **A&M System Regulation 34.04.03 – HIV/AIDS in the Workplace and Learning Environment**♦ *Provide copy to employee.* |
|[ ]  **DSHS - HIV/AIDS Brochure**♦ *Provide copy to employee; review with employee.* |
|[ ]  **Notice of Privacy Practices (HIPAA)**♦ *Provide copy to employee.* |
|[ ]  **TDA Eligibility Notice**♦ *Provide copy to employee.* |
|[ ]  **Texas Department of Health – Texas Hazard Communication** ♦ *Provide copy to employee.*  |
|[ ]  **TFS Rule 34.02.01.F1 – Drug and Alcohol Abuse and Rehabilitation Programs*** *Provide copy to employee; review with employee.*
 |
|[ ]  **USDA Forest Service FS-850 Complying with Civil Rights Requirements**♦ *Provide copy to employee.* |
| **Training** |
| *Seasonal employees, student interns and student workers must complete the on-line trainings listed below. To complete the training on-line the employee needs a UIN. Upon receipt of a CLEAR Driver License and Background Check, the new employee will be assigned a UIN. New hires in field offices should call ED their first day in the office for SSO login instructions, and guidance with Workday tasks in order to complete required training in TrainTraq.*  |
|[ ]  **Creating a Discrimination-Free Workplace (On-line)** |
|[ ]  **Defensive Driving (On-line)** |
|[ ]  **Ethics (On-line)** |
|[ ]  **Hazard Communication (On-line)** *\*Course will be assigned to employees required to take it\** |
|[ ]  **Information Security Awareness (On-line)** |
|[ ]  **New Student Employee Orientation (On-line) -** [Texas A&M University System Student Workers Only] |
|[ ]  **Orientation to the A&M System (On-line)** |
|[ ]  **Reporting Fraud, Waste & Abuse (On-line)**  |
|[ ]  **Unit Safety Orientation (Locally delivered)** |
| **Hiring Supervisor’s Responsibility** |
|[ ]  **Request for Form 500** **Personnel/Budget Action** (*All necessary signatures must be completed before sending to ED. Please send with hiring packet.)* |
|[ ]  **Work Capacity Test** *(Not applicable to student interns and workers)*1. *Health Screening Questionnaire faxed/e-mailed to ED.*
2. *Medical Clearance (if directed by ED).*
3. *Work Capacity Test scheduled within 60 days, with results sent to TICC and ED.*
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