NEW HIRE CHECKLIST
INFORMATION & TASKS IN WORKDAY FOR NEW EMPLOYEES

INSTRUCTIONS

1. Anticipate an email containing your credentials in order to create your account for Single Sign On (SSO): http://sso.tamus.edu.
2. Please ensure you complete your Form I-9 by using the link provided in your Welcome Email to complete Section 1. The remote agent of your choice (friend, neighbor, partner, etc.) can complete Section 2 to verify your employment eligibility documents in person. Your remote agent will be able to access Section 2 of your Form I-9 through the link provided by you after e-signing Section 1. **Section 1 must be completed on or before your first day of work with the University. Please see page 3 or further instructions.**

INITIAL ONBOARDING TASKS

- Complete the Form I-9
  *This must be completed on or before your first day to ensure there are no issues with your pay or benefits. Instructions are sent via email regarding Guardian, the online system used for I-9 purposes.*

New hire information is entered electronically once hired. Log in to Single Sign On (SSO) to complete the tasks below in Workday. (These will be To-Do's added to your Workday inbox.)

1. NEW HIRE INFORMATION
   Completed in Workday - Log in to SSO
   - Enter Personal Information
   - Enter Contact Information
   - Change Emergency Contacts
   - Edit Workday Additional Data Event

2. ADDITIONAL INFORMATION
   REFRESH YOUR INBOX!
   - Complete Federal Withholding Elections (W-4 Data)
   - Payment Elections (Direct Deposit)
   - Disability-Self Identification
   - Veteran Status Identification
   - Enter Social Security Number (as applicable)

3. FINALIZE ONBOARDING TASKS
   Must be completed in Workday ASAP
   - Review Required New Employee Notices
   - Change Benefits for Life Event (if applicable)

Please be advised that you will be receiving email notifications when you have tasks in your Workday inbox that need your attention.
EMPLOYMENT ELIGIBILITY!

New hires must complete the Form I-9. 
Section 1 must be completed **on or before** your FIRST day of work.
Section 2 must be completed **on or before** your THIRD day of work.

SEE PAGE 4
FOR LISTS OF ACCEPTABLE DOCUMENTS

STEPS TO BECOMING AN EMPLOYEE  MANDATORY!

1. Access Section 1 from link in the Welcome Email from HR.
2. Complete Section 1.
3. After e-signing Section 1, enter in the email address for your remote agent (family member, friend, neighbor, etc.)
   a. Your remote agent must be 18 years or older.
   b. You must meet with your remote agent in person to complete this step.
4. Your remote agent will be able to access Section 2 through a link emailed to them at the email address you provided after e-signing Section 1.
5. Provide employment eligibility documents to your remote agent.
6. After your remote agent has inspected the documents, they will upload the documents to Section 2. They will then e-sign to complete your part of the Form I-9.

**If needed, you can call the HR office to make an appointment, and an office member will assist you in completing your Form I-9.**

THINGS TO KEEP IN MIND WHEN COMPLETING YOUR FORM I-9

1. Your documents must be original and unexpired.
2. You meet with your remote agent in person.
3. Section 1 must be completed **on or before** your FIRST day of work.
4. Section 2 must be completed **on or before** your THIRD day of work.

**ATTENTION**

HR is always happy to assist you, if needed an office member will assist you in completing your Form I-9. Please call the office to set up an appointment.

**MONDAY**
FIRST DAY OF WORK
EMPLOYEE COMPLETES FORM I-9 SECTION 1

**TUESDAY**

**WEDNESDAY**

**THURSDAY**
EMPLOYER COMPLETES FORM I-9 SECTION 2

FORM I-9 DUE

HUMAN RESOURCES  |  6300 Ocean Dr, Corpus Christi, TX 78412-5730 Suite 2425 NRC
361.825.2630  |  employment@tamucc.edu

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# NEW HIRE CHECKLIST
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## LISTS OF ACCEPTABLE DOCUMENTS

You may provide a document from **List A** which establishes both identity and employment eligibility or you may provide a document from **List B** (establishing your identity) and a document from **List C** (establishing your employment eligibility). Any document you select to submit must be **unexpired** and in its **original format**.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Eligibility</td>
<td>OR</td>
<td>Documents that Establish Identity</td>
</tr>
<tr>
<td>1. U.S. Passport (unexpired or expired)</td>
<td>1. Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</td>
<td>1. U.S. Social card issued by the Social Security Administration (other than a card stating it is not valid for employment)</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</td>
<td>2. Certification of Birth Abroad issued by the Department of State (form FS-545 or Form DS-1350)</td>
</tr>
<tr>
<td>3. An unexpired foreign passport with a temporary I-551 stamp</td>
<td>3. School ID card with a photograph</td>
<td>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</td>
</tr>
</tbody>
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| | | |
| 5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, if that status authorizes the alien to work for the employer | 5. U.S. Military card or draft record | 5. U.S. Citizen ID Card (Form I-197) |
| 7. U.S. Coast Guard Merchant Mariner Card | 8. Native American tribal document | 7. Unexpired employment authorization document issued by DEIS (other than those listed under List A) |
| 8. Native American tribal document | 9. Driver’s license issued by a Canadian government authority | |
| 9. Driver’s license issued by a Canadian government authority | | |

**For persons under age 18 who are unable to present a document listed above:**

10. School record or report
11. Clinic, doctor, or hospital record
12. Daycare or nursery school record