



# CHECKLIST

## FOR NEW FACULTY EMPLOYEES

For additional information on any of the following items, please contact staff in your academic department or in the service departments shown, which are listed at:

<http://www.utexas.edu/administration/>.

- **Sign up for e-mail service** through University Mailbox Service (<http://www.utexas.edu/its/umbs/index.html>)
- **Obtain EID** (high-assurance electronic identity) **and ID card** from the UT ID Center (<http://www.utexas.edu/its/idcenter/index.html>)
- **Register for the New Faculty Teaching/Orientation Seminar** (<http://www.utexas.edu/academic/cte/newfac/>) (Third week in August)
- **Enroll in insurance programs** within 31 days of hire (<http://www.utexas.edu/hr/irg/>). Information on insurance and other benefits will be available at the New Faculty Teaching/Orientation Seminar.
- **Complete the following forms:**
  - **Employment Eligibility Verification** (<http://www.utexas.edu/hr/PDF/>)
  - **Payroll Services Employee Information**, includes payroll check distribution information, as well as Equal Employment Opportunity and veteran status information (<http://www.utexas.edu/payroll/forms.html>)
  - **W-4 Form**. Go to the IRS website at [http://www.irs.gov/pub/irs-fill/fw4\\_03.pdf](http://www.irs.gov/pub/irs-fill/fw4_03.pdf) for the Form W-4 2003. *This form must be printed, completed and forwarded to Payroll Services, G0200, Main 134.*
  - **Ethics Statement** (<http://www.utexas.edu/hr/PDF/>)
  - **Selective Service Eligibility and Verification** (<http://www.utexas.edu/hr/PDF/>)
  - **Transfer of State Service Credit and Leave Balance**, where applicable (<http://www.utexas.edu/hr/PDF/>)
- **Obtain parking permit** or arrange alternative transit such as carpools, vanpools, bicycling or shuttles through Parking & Transportation Services (<http://www.utexas.edu/parking/>)
- **To obtain office/building key(s)** from Lock and Key Services see your departmental contact
- **Complete Compliance requirements:**
  - **Read The Employee Compliance Guide** and sign Acknowledgement Form (<http://www.utexas.edu/administration/oic/complianceguide/cover.html>)
  - **Complete Compliance Training** within first 30 days of employment (<https://utdirect.utexas.edu/cts/>)