



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 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/>)