AG-421 (12/10/14)

Texas A&M AgriLife
Administrative Services – Human Resources

TEXAS A&M AGRILIFE

NEW EMPLOYEE PROCESSING CHECKLIST

Employee Name_____ Date of Hire_____

Documents Required For Payroll Processing	Budgeted Employee	Graduate Assistant	Wage Employee
Employee Personal Data, HR-181 (and **Disabled Veteran Status**, HR-181- Disability)			
Employment Verification Eligibility, Form I-9 – Processed through Guardian			
Form W-4			
Direct Deposit Authorization, AG-501			
Copy of Social Security Card			
Intellectual Property Agreement, AG-*470* *(2 copies—1 for employee, 1 for Payroll)*			
Summary & Acknowledgement of Employee Benefits & Responsibilities, AG-414 *(1 copy for employee, 1 copy for Payroll—send all 3 pages)*			
Employee In-Processing Acknowledgement, AG-415 *(Send both pages)*			
Statement of Selective Service Registration Status, AG-401 *(all males 18-25 yrs. of age)* **On-line Verification of Selective Service Registration** *(unless exempt)*			
Glacier Tax Summary Report & Required Forms & Documents *(for foreign nationals)*			
Notification of Approved Petition excluding TAMU students *(for foreign nationals only)*			
Background Check Completion & Export Control Check *(for all foreign nationals except J1 visas)*			
Background Check Completion *(required for all positions except 02 faculty)*			
Hiring Certificate			
Signed Offer Letter			
Statement of Previous State Employment, AG-419, if applicable, sent to previous employer(s)			
Request to Hire *(required for Extension County Programs non-classified positions—attach to EPA)*			
AG-402, Application for Wage / Temporary Positions			

Reminders	Budgeted Employee	Graduate Assistant	Wage Employee
Job – related credentials verified			
Recruiting File Completed *http://agrilifeas.tamu.edu/documents/checklists-recruiting.pdf*			
Personnel File set up in Laserfiche *http://agrilifeas.tamu.edu/documents/personnel-file.pdf* *http://agrilifeas.tamu.edu/files/2013/05/creating-personnel-file-in-laserfiche.pdf*			
Employee User Account created and added to position description in GreatJobs			
Employee and Supervisor Certified Position Description in GreatJobs			
Required Training courses completed online via TrainTraq *(*Employee must complete the courses within the first 30 days of employment processing.)*			
Benefit enrollment completed online			
Information Acknowledgement Form, HR-12 *(ORP-eligible position only)*			
Prior ORP Participation Acknowledgement Form, HR-11 *(if previously enrolled in ORP, or eligible for ORP and did not select*			
Activate Email account via the AgriLife People Management System *(https://agrilifepeople.tamu.edu)*			