



New Employee Packet Checklist

Completed by Employee:

- I-9 Form with identification documents**
- eVerify**
- W-4**
- Employee Biographical Data form**
- Employee Acknowledgement form**
- Proof of Selective Service Registration** (Male U.S. citizens and male aliens living in the U.S. who are 18-25 years of age are required to register with the U.S. Selective Service System)
- Voluntary Self-Identification of Disability form**
- Veteran's Self-Identification form**
- TTUS Confidentiality Agreement**
- TTU Student Records Confidentiality Agreement**
- Teacher Retirement System Eligibility and Enrollment form** (benefits-eligible faculty and staff are required to complete this form)
- Benefits Enrollment Information form** (benefits-eligible faculty, staff, and graduate students are required to complete this form)
- Employment Recommendation form** (background check results – only when processed outside of Brassring)