



Good day,

Congratulations on your new student appointment within the Honors College! To help facilitate your hiring paperwork enclosed is a checklist with the employment forms and steps you will need to complete prior to beginning work. Each checkbox/step is linked to the forms that you will need to review/complete. You can also access these forms online [URS FAQ](#).

Once you have completed your forms you will need to schedule an in person appointment with Ashlie Crawford, Associate Director of Systems and Administration, (806) 834-5284, ashlie.crawford@ttu.edu, to deliver your forms and verify your I-9 information (please refer to page 3 of the I-9 form for a list of authorized documents that can be used for this part.) ****NOTE**** Any document(s) used to verify your I-9 must be the current and authentic; if they are expired, scans, photos, etc. they **cannot** be accepted, and this will delay your start date.

If you have any questions or concerns, please feel free to contact Ashlie Crawford at (806) 834-5284 or ashlie.crawford@ttu.edu.

Congratulations again and welcome to the Honors College!



New Employee Packet Checklist

Completed by Employee:

- [I-9 Form with identification documents](#)
- eVerify (this will be done in person)
- [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)
www.sss.gov/register
- [Voluntary Self-Identification of Disability form](#)
- [Veteran's Self-Identification form](#)
- [TTUS Confidentiality Agreement](#)
- [TTU Student Records Confidentiality Agreement](#)

- Read [TTU System Community Conduct](#), Intellectual Property Rights, Excerpts from the State Government Code, and Excerpts from the General Appropriations Act**