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)