



The University of Texas at El Paso
Employee Hire Document Checklist

| Employee Hire Document Checklist | |
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| <input type="checkbox"/> | Step 1. Complete New Hire Paperwork via DocuSign: - Employee Profile Form - W-4 form |
| <input type="checkbox"/> | Step 2. Complete the Background Check Questionnaire sent via email – Please request link if you did not receive by email. Check Spam or Junk Mail. |
| <input type="checkbox"/> | Step 3. Complete Online I-9 Form – Link was provided via the Welcome email . |
| <input type="checkbox"/> | Step 4. Completed the Glacier Tax forms- Please have forms printed and signed -Status expiration date and Date of Departure must match I-20 program end date on the forms |
| <input type="checkbox"/> | Step 5. Present I-9 Identification Documents - Domestic Students - See List of Acceptable Documents (attached) - International student Hires examples: <ol style="list-style-type: none">1. I-20 with2. I-94,3. Visa,4. Foreign Passport,5. OIP Work Authorization Letter * you must request this through the Office of International Programs at https://sunapsis.utep.edu |
| <input type="checkbox"/> | Step 6. If you are pending your Social Security number, please see instructions attached. * Graduate Students: Submit SSA Receipt Letter to Human Resources as soon as possible, we are unable to process your documents unless this letter is on file. |



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| <u>Student SSN Instructions</u> | |
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| <input type="checkbox"/> | Step 1. Student will submit the "Social Security Letter" request concurrently with the "On-Campus Work Authorization" request via Sunapsis . |
| <input type="checkbox"/> | Step 2. Hiring Department will generate an additional support letter utilizing the SSN template letter located in the HR Forms Mine website and provide the original letter to the student. |
| <input type="checkbox"/> | Step 3. Student will contact the Social Security Administration (SSA) to apply for a Social Security Number (SSN) by calling: (866) 964-6229 and/or visiting the following website https://www.ssa.gov/ssnumber/ to schedule an appointment - The office is located at 600 Texas Ave, El Paso, TX 79901 |
| <input type="checkbox"/> | Step 4. Be prepared for the appointment and ensure you have the following original documents : a. Original support letters (OIP and department) b. Original I-9 Documents (Example: I-20, Passport, Visa, I-94) c. Correct Mailing address ready- Ensure PO Box is listed correctly (if applicable) |
| <input type="checkbox"/> | Step 5. Upon applying for an SSN with the Social Security Administration (SSA), the SSA will issue a receipt letter via mail as confirmation the SSN was requested. Submit the letter to Human Resources in person with the New Hire Packet and I-9 documents. |
| | <u>Important Notice:</u> Once the student has obtained the receipt letter from SSA a temporary SSN can be issued in the interim until the social security card is received in the mail. <u>Students are responsible to submit the social security card to HR immediately upon receipt to update the SSN with the payroll office and avoid any payroll interruptions.</u> It is important to note, students are not allowed to work until a 600# is issued to the hiring department. For further information on the SSN please visit the Office of International (OIP) Website |