

Research & Innovation Onboarding Checklist

Step 1. Candidate completes and clears background check

Step 2. HR will email the candidate to complete and submit required forms for onboarding

- Signed Offer Letter (complete through DocuSign, sent via email)
- Employee Bio Form (complete through DocuSign, sent via email)
- W-4 Form (complete through DocuSign, sent via email)
- Complete I-9 form via Equifax link and copy of acceptable [I-9 documents](#)

Step 3. Department will receive employee's Empl ID once the Job Record is activated in PeopleSoft

Step 4. Department to begin to request access to the following

- UTEP Email and Log in Access through helpdesk@utep.edu
- UTEP ID Card visit Miner Gold Card Office Mike Loya Academic Services Building Room 116
- Parking Permit through parking@utep.edu
- Key and Electronic Building Access through [Facilities Service Desk](#)

Step 5. Employees attend the new employee orientation as scheduled by HR.

- Direct Deposit and Update Personal Information: [PeopleSoft.UTEP.edu](https://peoplesoft.utep.edu) [Instructions](#)
- Benefit Elections: [My UT Benefits](#)

Step 6. Welcome to the team

- Department Equipment - Admin will facilitate the equipment set up
- R&I Internal Systems – Reach out Research Data Systems for access, rds@utep.edu
- Electronic Leave Request: [PeopleSoft.UTEP.edu](https://peoplesoft.utep.edu) [Training](#)
- UTEP Business Cards: Department submits request to Print Shop Vendor [Information](#)
- UTEP email signature generator [Link](#)
- UTEP Portrait Schedule [Link](#)

Human Resources Services
Administration Building Room 216
hrs@utep.edu
P: (915)747-5202

Research & Innovation
Administration Building Room 209
P: (915)747-5680