Student Onboarding Process

1) Hiring Department will need to submit a [Background Check and Information Form](#) to initiate the onboarding process. We have incorporated information previously included on the paper Employee Information sheet to eliminate the form. The paper Employee Information Sheet form is no longer required.

    Important Notes:
    - Start date is required and subject to change if the student does not comply with submitting documents to HR. Form does not allow retro dates.
    - The I-9 federal form and New Hire documents must be submitted to HR **prior to the start date** to stay in compliance with federal law.
    - Hiring Department must meet with the student to review they meet the [Student Employment Guidelines](#) prior to submitting the Background Check and Information form. The form requires the department to acknowledge the information was reviewed and student is meeting guidelines.
    - Students should not be sent to HR if the Background Check and Information form has not been submitted.
    - Ensure all fields are completed, Enter N/A if not applicable (Example: Middle Name)

UTEP

The University of Texas at El Paso
Background Check and Information Form

DTN: 818561   *Submitted:* 11/17/2021 4:39 PM

- Staff
- Youth Camp
- Faculty
- Affiliates / Other
- ☑ Student
- Volunteer

New Hire- Has never worked at UTEP before   Rehire – Has worked at UTEP before and already has a 600# Employee ID

Incumbent Information

Last Name		First Name	
Middle Name	Enter N/A if not applicable	Email	
EmplID		800#	
Primary Physical Address			
City		State	

Future Start Date
Future Start Date must be at least one week from today.

Department		Position Title	[Select Item]
Position #		Job Code	
Job Opening ID		Hours per Week	
Supervisor Name	Search for user		
Preparer's Name	Montes,Gabriela	Preparer's Extension	7477980

Student Employment Guidelines Requirements.

Undergraduate
- Students must be admitted into a degree program at UTEP and on- rolled in an undergraduate program. Student must be enrolled in course work that meets degree requirements and enrolled during the semester of the student appointment.
- Students must remain in good academic standing (overall GPA of 2.0 or better) at UTEP.
- Students must be enrolled in a full time course load (min. 12 hours) every semester (fall and spring) in which they are employed with the exception of last semester prior to graduation. Federal work study must be enrolled in a minimum of six (6) semester credit hours at UTEP during their final semester. (Refer to the Student Employment Guidelines Website for Summer enrollment requirements)

To request an exception to the student employment eligibility requirements, contact Dr. Heather Smith at hsmith@utep.edu for approval and provide to Human Resources.

Graduate
- Students must be admitted into a program of study at UTEP with a Plan of Study on file in the Graduate School. Student must be enrolled in course work that meets degree requirements and enrolled during the semester of the student appointment.
- Students must maintain good academic standing (overall GPA of 3.0 or better) at UTEP.
- Students must be enrolled in a full time course load (min. 9 hours) every semester (fall and spring) in which they are employed with the exception of last semester prior to graduation OR enrolled in thesis/ dissertation (3 hours). (Refer to the Student Employment Guidelines Website for Summer enrollment requirements)

To request an exception to the student employment eligibility requirements, contact Dr. Steve Crites at scrites@utep.edu for approval and provide to Human Resources.

Hiring Department verified Student meets all Student Employment Requirements

Cost Center / Project ID		Approver	
Account Title			

***SALARY ACCOUNTS AND WAGES ACCOUNTS CANNOT BE USED TO CHARGE THESE FEES.**

By submitting this form,
- The department is authorizing to be charged for all applicable fees for processing this request.
- The department acknowledges the new hire will not be allowed to work until an employee id (600#) is issued.

<mark>The following will be implemented and once active you will receive the following communications.</mark>

2) Upon submission of the CBC and Information form a notification will be sent to the initiator with the following information :

Thank you for submitting the New Hire request.

The student will be contacted to complete the

- [X] New Hire Form - We Have Received This
- [ ] CBC questionnaire (Pending)
- [ ] I-9 form (Pending)
- [ ]Submit the New Hire Packet to HR (Pending)

Please follow up with the student to confirm they are completing the required steps above. The onboarding process will be canceled if students do not submit the new hire documents to HR on time.

3) Concurrently the onboarding team will initiate the hiring process. Students will receive the following email with an attachment of the required documents to be completed (W-4 and Employee Profile Form) from a no reply email. Please ask them to check their spam folder. For any questions, they can contact HRonboarding@utep.edu.

Wed 11/10/2021 1:22 PM

noreply+automations@airtableemail.com

We're Excited to Welcome You to UTEP : Things you need to do in the next 48 hours to get started

To

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Suggested Meetings   Action Items

Dear

Welcome to the University of Texas at El Paso (UTEP)!

We want to ensure your transition to UTEP is as smooth as possible. To accomplish this, we need your assistance by reviewing the attached documents and returning all applicable forms to the Human Resources Office **before your start date.**

It is important to note, **students are not allowed to work** until a 600# is issued to the hiring department.

Complete Steps 1-4 within 48 hours.

You may visit HR Monday – Friday 8 am-4:30 pm to submit documents. **Failure to submit documents will result in the cancelation of the onboarding process.**

1. Complete the Electronic I-9 form via Equifax, Click HERE.
2. Complete the Criminal Background Check Questionnaire upon receipt via email. The link will be valid for one-time use and **will expire within 3 business days.**
3. Provide your I-9 identification documents, W-4 and Employee Profile Form (attached) in person to HR, Administration Bldg, Rm 216.
4. Glacier Tax forms **(Only for International students)** - Send an email to hronboarding@utep.edu to request access to the glacier tax software.

For any questions you may contact HRonboarding@utep.edu or (915) 747-5202 Option # 3.

In addition please visit the **Hiring Process Website** to view the new checklists for hiring process, SSN process and the onboarding module.

Important Notes:

- Hiring process will be automatically cancelled **10 days after** initial welcome email if students do not submit all the required documents to Human Resources.
- It is important for the hiring department to follow up with the student hires and request they send the hiring department a notification when they have submitted completed documents to Human Resources.

4) Initiator and CAO will receive notices as actions occur with the Student Onboarding Process. Please check your spam folder as emails will be coming from a no-reply email address. For any questions, please contact HRonboarding@utep.edu.

5) Once Human Resources clears the new hire documents and the background check, the completed documents will be submitted to the Employment Data Management team (EDM) for the creation of the employee's PeopleSoft profile and Employee ID (EMPLID/ 600#).

6) Initiator and COA will receive an automated email with the student 600# for an appointment actions request eform to be submitted. For any questions on EMPLID, please contact EDMQA@utep.edu.

7) The hiring department must submit an appointment actions request eform. Please be mindful of appointment processing deadlines as failure to submit on time may cause payroll delays.

8) Upon activation of the job record, HR assigns the **Onboarding Module** for students to complete within 48 hours to input required information for employment. Its important students complete the module on time, as they will need to enter their Direct Deposit, Emergency contacts, and other important information. For questions on the module, please visit the Student Hiring Process Website.