

New Hire Checklist

Benefits Eligible

- [The Request for Offer](#) (RFO) approved on all levels and all applicants dispensed accordingly
- [Reference checks completed](#) (it is best to get 3 professional references).
- [A Criminal History Record Investigation \(CHRI\)](#) approved
- [Approved offer letter](#) extended and accepted in writing (make a copy for later use)
- Employee completes [I-9 form](#), [direct deposit](#) and TCD fingerprints (if needed) before start date at:
HR Service Center
[McElhinney Hall](#), Room 325
[HRSC@uh.edu](#)
- The following items submitted to HR at least 5 days before the employee's 1st day:
 - √ ePAR
 - √ Copy of offer letter (via ePAR)
 - √ [Personal Data Sheet](#) (via ePAR)
 - √ Approved RFO (via ePAR)
 - √ Resume (via ePAR)
 - √ Application (via ePAR)
 - √ Department must make sure employee does not have a debt with the university system
- [Employee registered for New Employee Celebration](#) (Orientation)
- Employee can complete the following online via [PASS](#):
 - √ [Direct deposit](#) (after receiving PSID)
 - √ [W-4 completion](#) (after 1st day)

Non-Benefits Eligible

- [Reference checks completed](#) (if necessary).
- [A Criminal History Record Investigation \(CHRI\)](#) approved
- Employee completes [I-9 form](#), and TCD fingerprints (if needed) before start date at:
HR Service Center
[McElhinney Hall](#), Room 325
[HRSC@uh.edu](#)
- The following items submitted to HR at least 5 days before the employee's 1st day:
 - √ ePAR
 - √ [Personal Data Sheet](#) (via ePAR)
 - √ Department must make sure employee does not have a debt with the university system
- Employee can complete the following online via [PASS](#):
 - √ [Direct deposit](#) (after receiving PSID)
 - √ [W-4 completion](#) (after 1st day)