I. PURPOSE AND SCOPE

This document outlines the general processes prescribed by Human Resources for new employee sign-up and orientation. These actions are required of new employees to orient them to the mission of the university and their new work environment, to provide and obtain necessary information to enroll new employees in benefits, and to comply with state and federal laws.

The sign-up requirements apply to all university employees--faculty and staff, full-time and part-time, student and non-student. (To ensure enrollment on the university payroll, these activities must take place within the timetable provided.)

The orientation requirements defined in this MAPP apply to regular staff employees; however, faculty members are encouraged to attend if they are not able to participate in a faculty orientation. Faculty orientation is conducted annually through the Office of the Senior Vice President for Academic Affairs and Provost.

University of Houston administration is committed to its academic mission and to emphasizing each employee’s role in providing service to university students.

II. DEFINITIONS

A. Employee: Any person employed to perform a service for the university through the personnel system and paid through the payroll system.

B. Regular staff employee: A university employee who is appointed for at least 20 hours per week on a regular basis for a period of at least 4-1/2 months, excluding students employed in positions for which student status is required as a condition of employment, and who does not hold a teaching and/or research position classified as faculty. Regular employees are benefits-eligible.

C. Non-regular employee: An employee that does not meet the definition of a regular staff employee.
III. NEW EMPLOYEE SIGN-UP

A. On or before the first day of employment, the hiring department will instruct new employees of the requirement for new employee sign-up, including: the Personal Data Sheet, Employment Eligibility Verification Form (I-9), and any additional departmental requirements.

B. On or before the first day of employment, (but no later than three days from the employment start date), the non-regular employee must complete sign-up in his/her department.

Regular, benefits-eligible employees must attend Registration Orientation and Review (ROAR) to complete and submit new hire paperwork. The employee will receive notice from the Human Resources department regarding the necessary paperwork to be completed and submitted during ROAR.

C. On or before ROAR, the employee’s first day of employment, At sign-up, the employee will be required to establish Employment Eligibility. Employment Eligibility is mandated to provide the information by completing the specified forms and will sign a certification acknowledging receipt of state and university regulations. These actions are required to comply with by state and federal laws, and provide key employment information. Original unexpired documents verifying authorization to work in the United States must be presented (a list of acceptable documents is available in the new hire packet at http://www.uh.edu/hr/employment/resources.htm see Lists of Acceptable Documents, provided on page (3) of the Employment Eligibility Verification Form (I-9).

Depending upon benefit eligibility status, the employee may be provided with a packet of benefits information and/or a Staff Handbook.

Regular staff employees will be provided the staff orientation schedule or will be notified by Human Resources when they are scheduled to attend ROAR.

D. An Electronic Personnel Action Request (ePAR) should be submitted via PeopleSoft to the Human Resources Information Management (HRIM) department at least five (5) days prior to the employee’s first day of employment.

IV. NEW STAFF ORIENTATION – REGISTRATION ORIENTATION AND REVIEW (ROAR)

A. New regular staff employees will arrange with their supervisors to attend ROAR within 30 days of their start date. Staff orientation is conducted by Human Resources every week.
B. Staff orientation is conducted to accomplish the following goals:
   • To emphasize the role of each employee in the academic mission of the University of Houston and in providing service to our student customers.
   • To provide general information about the university and its employee services, benefits, and activities.
   • To provide information required by state and federal regulations and university policies.

C. The employee should bring to orientation the information requested in their registration e-mail or as instructed by their hiring department.

D. Human Resources will provide follow-up information on attendance to college/division administrators and request their support in ensuring attendance.

V. ADDITIONAL ORIENTATION—GENERAL

A. In addition to formal university orientation programs, the employing department should introduce the new employee to his/her colleagues and co-workers, to the work area, to his/her job duties, and to any departmental rules or regulations.

B. Formal faculty orientation is conducted annually at the beginning of the fall semester through the Office of the Senior Vice President for Academic Affairs and Provost. Faculty unable to attend fall faculty orientation may attend staff orientation throughout the year.

VI. REQUIRED TRAINING FOR ALL NEW EMPLOYEES

Required training for all new employees and required role-based training are addressed in MAPP 02.06.01.
VII. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Finance

Review: Every three years, on or before December 1

VIII. APPROVAL

Jim McShan—
Interim Executive Vice President for Administration and Finance

John M. Rudley—
Interim President

Date of President’s Approval: October 16, 2007

IX. REFERENCES

UH—System Administrative Memorandum 02.A.36 - New Staff Orientation and Processing

Index Terms: Employee Authorization Request
Orientation
Sign-up
Staff orientation
Addendum A

Employment Authorization Request

This form is available from the university Printing Department.

University of Houston

EMPLOYMENT AUTHORIZATION REQUEST

NOTE: The new employee must provide documents (list of acceptable
documents on back) that prove identity and authorization to work in the
United States within three (3) business days of the date employment begins.

INSTRUCTIONS: The hiring department is responsible for completing sections 1-5 below.

SECTION 1. The individual identified below has been hired contingent upon satisfying the University’s payroll sign-up requirements.

(please print)

NAME  SOCIAL SECURITY NUMBER

Last  First  Mi

OFFICIAL JOB TITLE

FTE

OFFICIAL JOB CODE

PRIMARY DEPARTMENT CODE

ASSIGNMENT PERIOD:

Start Date

End Date

SECTION 2. BENEFITS ELIGIBILITY

☐ Benefits Eligible  ☐ Insurance Only Eligible

☐ Non-Benefits Eligible  ☐ Status Change: Non-Benefits to Benefits

SECTION 3. PAY TYPE

☐ Monthly  ☐ Bi-Weekly

SECTION 4. (circle your response)

Will the person drive any university vehicle?

YES  NO

SECTION 5. SECURITY SENSITIVE

Complete for employees requiring a background or criminal history check. Please check the appropriate box if it applies to this position.

☐ Handle currency

☐ Access to confidential information, financial, student or research databases

☐ Routine access to building master control and key systems

☐ Responsible for the care or instruction of children

If any of the above boxes have been checked, the position is security sensitive and a Criminal History Record Investigation will be conducted.

SECTION 6.

CERTIFYING SIGNATURE

DATE

DEPARTMENT

MAIL CODE

PHONE

FOR HUMAN RESOURCES USES ONLY

VISA CODE  COUNTRY CODE  EXPIRATION DATE

☐ Has presented acceptable proof of identity and authorization to work in the United States.

☐ Has not met requirements as specified by the Immigration Reform and Control Act of 1986. YOU MUST NOT ALLOW ABOVE PERSON TO CONTINUE EMPLOYMENT.

Applicant is in compliance with the employee financial responsibility policy.

Yes ☐ No ☐

Orientation for Benefits Eligible employees is held twice monthly. Call Human Resources at 743-5770 for date, time, and location or if special accommodations are needed.

H.R. CERTIFICATION

DATE

HUMAN RESOURCES DEPARTMENT/REVISED EAR.092096

Green/HR   Yellow/Client Department
# List of Acceptable Documents

## LISTS OF ACCEPTABLE DOCUMENTS

### LIST A
Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (INS Form N-400 or N-551)
3. Certificate of Naturalization (INS Form N-550 or N-575)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-9, indicating unexpired employment authorization
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)

### LIST B
Documents that Establish Identity

1. Driver's license or ID card issued by a state or territory of the United States
2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
3. School ID card with a photograph
4. Voter registration card
5. U.S. Military ID card or other record of government service

### LIST C
Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS 544 or Form DS-135)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or other authority of the United States bearing an official seal
4. Native American tribal identification
5. U.S. Coast Guard Merchant Marine Card
6. Native American tribal identification
7. Driver's license issued by a Canadian government authority
8. For persons under age 18 who are unable to present a document listed above:
   10. School record or report card
   11. Clinic, doctor, or hospital record
   12. Daycare or nursery school record

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-674).