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)

For more information, please visit the HR Website: [http://www.uh.edu/human-resources/](http://www.uh.edu/human-resources/)