

Math Department New Hire Information

- **All:** Complete the **New Hire Package** required of all New Hires at the University of Houston Central and all rehires who have not worked for University of Houston Central within the past year. You may find the forms at <http://www.uh.edu/admin/hr/resources/hrforms.htm>. Complete all forms listed under “US/RESIDENT NEW HIRE PACKAGE” if you are a US resident alien or a US citizen. Complete all forms listed under “INTERNATIONAL NEW HIRE PACKAGE” if you are a non-resident alien.
- **All:** The complete package (minus the I-9) should be returned **as soon as possible**, but no later than your first date of work to the **Payroll Coordinator (651 Hoffman Hall, payroll@math.uh.edu)**. Bring **original** documentation as required by the Employment Eligibility Verification (I-9) form (inside the New Hire Package) **within 72 hours of your employment** to UH Human Resources at 325 McElhinney, or you will be subject to termination per Homeland Security.
- **Non-Resident Aliens** must provide copies to the Payroll Coordinator for tax purposes of these items:
 - For F-1 Visa: Visa with photo (can be expired) I-20 (including work authorization with a future expiration date) I-94 Card
 - For J-1 visa: Visa with photo (can be expired) DS-2019 with a future expiration date I-94
 - For H1-B Visa Notice of Action
 - Or provide an Employment Authorization Card, OPT card, CPT card, or TN Visa documentation
- **All:** You must have a Social Security card, although you do not need to show it. If you do not have a SS number, you must bring a signed letter from the Social Security Administration (SSA) indicating that you have applied, see here for directions to a Social Security Administration Office near UH: http://www.math.uh.edu/~pammusc/SSA_Office.pdf. Please ensure that your name on all of your new hire documentation reflects the name on your social security card. This will ensure that upon retirement you get all the benefits you are due, such as ORP, TRS, and/or Social Security.
- **Benefits-Eligible Faculty or Staff Hires** must go to New Hire Orientation (NHO) (see information at <http://www.uh.edu/admin/hr/employment/roar.htm>) on the first Monday of their employment. Contact the Payroll Coordinator to be signed up for the training. Please provide the Payroll Coordinator with a copy of your New Hire Package and bring the originals to Human Resources for your NHO training. See also <http://www.math.uh.edu/~pammusc/Business/Financial/Reimbursement.and.Purchasing.Guidelines.html> for reimbursement and purchasing guidelines in the department.
- **Teaching Faculty and Research Faculty/Staff** must submit a Curriculum Vita to the Payroll Coordinator.
- **New Faculty** have additional forms to fill out and sign. They must also submit original official transcripts from each of their higher education institutions, if they have not done so in the past. A terminal degree (Masters for Lecturers/Master Teachers, Ph.D. for other hires) must be posted to the transcript. A letter from your school indicating that you have completed all requirements can be used temporarily, but must soon be replaced by a transcript. See the Payroll Coordinator.
- **All:** Upon approval of your hiring paperwork, you will receive emails regarding People’s Advantage Self-Service (PASS) and mandatory training. PASS is the online system through which you will need to setup direct deposit (mandatory) and retrieve your paycheck stubs. All mandatory training is required completed with the specified minimum grades within 30 days of your hire. Mandatory training must be completed annually thereafter. If you do not complete mandatory training by the deadlines set, you will not have met your job expectations and will therefore be ineligible for a merit increase, if applicable. If you do not receive an email within one week of your employment, contact the Payroll Coordinator or 713-743-3988.
- **All:** Please review the Code of Practice in the Use of Computers in the College of Natural Sciences and Mathematics, at http://www.math.uh.edu/~pammusc/Business/Information%20Technology/IT_Policy.pdf.
- **All:** see <http://www.math.uh.edu/~pammusc/Pos%20Information.doc> for information on payroll payments and possible benefits of your position.

Based on the information we have received, you will be a _____ paid _____.