

Texas A&M University-San Antonio

33.99.12.00.01 New Employee Processing Procedure
Approved: May 24, 2010
Revised: October, 2011
Revised: November, 2014
Next Scheduled Review: November, 2018

Procedure Statement

In conjunction with Texas A&M University System (System) Regulation [33.99.12 New Employee Processing](#), this Procedure establishes the process that Texas A&M University-San Antonio (A&M-San Antonio) will follow to process new employees. The Procedure pertains to faculty, adjunct faculty, staff, and student worker/assistant processing.

Reason for Procedure

To ensure that all new A&M-San Antonio employees are processed in a timely and proper manner by the Office of Human Resources (HR) and Payroll Services.

Procedures and Responsibilities

1. Hiring Manager and/or Department Head will notify HR immediately of the new faculty, adjunct faculty, staff, and/or student worker/assistant new hire within their department. If the new hire is a faculty member, HR should be notified at least ten (10) days prior of the first day of class, if possible.
 - 1.1 HR will schedule an onboarding orientation with new faculty, adjunct faculty, staff, and/or student worker/assistant when all proper documentation is received by HR:
 - 1.1.1 For Faculty/Adjunct Faculty, a copy of the signed appointment letter and faculty forms (application);
 - 1.1.2 For Staff, a completed hiring file; and
 - 1.1.3 For Student Worker/Assistant, the Student Worker Application and the Student Worker Hiring Process form.

1.2 HR will be responsible for the items listed below:

- 1.2.1 HR will send a new hire email notification to the hiring supervisor, Facilities, Information Technology Services (ITS), University Police Department, Risk, and Emergency Management, and Payroll Services informing these departments of the employee's start date and location;
- 1.2.2 HR will send a new hire email notification to the new employee with detailed instructions regarding the onboarding orientation;
- 1.2.3 HR will assign a Universal Identification Number (UIN) to the new or returning employee;
- 1.2.4 HR will review the new or returning employee's eligibility for benefits. If eligible, HR will input the new employee information into iBenefits. Instructions for completing or denying enrollment for benefits will be given to the employee on their first day of employment;
- 1.2.5 HR will review the new or returning employee's eligibility for retirement. If eligible, HR will process the proper paperwork for enrollment in a retirement plan;
- 1.2.6 HR will assign trainings that are required by Texas A&M University System, job related, departmental related, safety trainings, and any other trainings mandated by A&M-San Antonio;
- 1.2.7 On or before the first day of employment, the employee will attend the assigned onboarding orientation, as mentioned in Section 3.2.2. All required onboarding paperwork will be completed during this orientation;
- 1.2.8 HR will submit ITS access forms to HelpDesk;
- 1.2.9 HR will provide training on how to use Single Sign-On. This training will include HR Connect, LeaveTraq, TrainTraq, TimeTraq (if applicable), and iBenefits; and
- 1.2.10 HR will verify state service and/or dual state service, if applicable.

1.3 The hiring department shall submit an Electronic Payroll Action (EPA) in Canopy with the new appointment letter and position management form attached.

1.4 Payroll Services shall provide the final EPA approval and BPP data entry.

Related Statutes, Policies, or Requirements

System Regulation [33.05.02 *Required Employee Training*](#)

System Regulation [33.99.12 *New Employee Processing*](#)

Contact Office

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