

Human Resources Checklist

Employee's Signed Date _____ T # _____

Employee's Name _____
First Name M. Last Name

Employee's Department _____

1) New Employee Yes No2) Rehire? Yes No

3) Last Date of Employment at TSU _____

4) Previous State/UT/TBR Employee Yes No5) Are you receiving retirement benefits from TCRS? Yes No**Please contact employer and submit verification letter to HR*6) Currently Employed? Yes No**PLEASE COMPLETE THIS SECTION WITH HUMAN RESOURCES PERSONNEL** Background Request Form Employee Verification Data Form Signed Application Direct Deposit Form I-9 Verification Form Voided Check/Bank CU Deposit Form Confidentiality Form W-4 *Employee Signature* _____ *Date* _____**For a Returning Employee:****HAS ANY OF THE FOLLOWING INFORMATION CHANGED? If no, check this box**

Change of Address _____ Telephone _____

Rehire or Current Employee

W-4 _____ Direct Deposit _____

*Type of Contract*Regular Faculty/Staff Graduate Assistant Adjunct Temporary **HR Personnel Sign and Date****Contract Scanned Date****Employee Record Inventory for Personnel File** Signed Contract Background Clearance Resumé/CV Reference Check Transcript (if required for position) Employee Data Form Application Signed Retirement Election FormHR Comments: _____
_____**Human Resources Personnel Signature:** _____ **Date:** _____