



# Human Resources Checklist

Name \_\_\_\_\_ T# \_\_\_\_\_  
First M Last

Personal Phone# \_\_\_\_\_

Personal Email Address \_\_\_\_\_

- 1) New Employee? ☐ Yes ☐ No  
2) Rehire? ☐ Yes ☐ No  
3) Last Date of Employment at TSU \_\_\_\_\_  
4) Previous State of TN/UT/TBR Employee? ☐ Yes ☐ No  
5) Are You Receiving Retirement Benefits from TCRS? ☐ Yes ☐ No  
6) Currently Employed? ☐ Yes ☐ No



## PLEASE COMPLETE THIS SECTION WITH HUMAN RESOURCES PERSONNEL

- ☐ Form W-4 ☐ Signed Application ☐ I-9 Verification Form  
☐ Confidentiality Form ☐ Direct Deposit Form ☐ Voided Check/Bank/CU Deposit Form  
☐ Employee Verification Data Form

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## For a Returning Employee: Has Any of the Following Information Changed?

- Mailing Address ☐ Yes ☐ No Phone# ☐ Yes ☐ No  
Form W-4 ☐ Yes ☐ No Direct Deposit ☐ Yes ☐ No

## Type of Contract

Regular – Faculty/Staff ☐ Graduate Assistant ☐ Adjunct ☐ Temporary ☐

HR Personnel Signature & Date \_\_\_\_\_

Contract Scanned Date \_\_\_\_\_

## Employee Record Inventory for Personnel File

- ☐ Signed Contract ☐ Resume/CV ☐ Transcript (if required)  
☐ Employee Data Form ☐ Signed Application ☐ Background Clearance ☐ Reference Check

HR Personnel Signature & Date \_\_\_\_\_  
Comments: \_\_\_\_\_