FRI New Student Employee Checklist

Welcome to the employment community at The University of Texas at Austin! There are several steps you need to take as you begin working as a student employee. Here’s a checklist to help you.

Complete before January 31, 2015

☐ Payroll Information - Complete My Paycheck Profile. You will need information from your UT ID card to complete this online form. Be sure to also complete the Withholding (W-4) and Paycheck Distribution sections.

☐ Biographical Information - Verify and update your Biographical Information. If you wish to add your work location, you can edit your Office Location in the UT Directory.

☐ Acknowledge the Ethics Statement - Read and acknowledge the Standards of Conduct and Political Activities.

☐ UT System Worker’s Compensation Insurance Health Care Network Notification - Read and acknowledge the Worker’s Compensation Network Acknowledgement Form.

☐ Selective Service Eligibility - If you are a male between the ages of 18 and 25, complete the Selective Service Eligibility and Verification. For more information, see the Selective Service Registration Frequently Asked Questions.

☐ Compliance Training - Complete the following modules within 30 days of starting work:

  Training Modules
  ☐ CW101 Into to Compliance and Ethics
  ☐ CW121 Sexual Harassment
  ☐ CW123 Equal Employment Opportunity-EEO
  ☐ CW170 IT Security Awareness
  ☐ CW504 FERPA

  Safety Training
  ☐ OH101 Hazard Communication
  ☐ OH201 Laboratory Safety
  ☐ OH202 Hazardous Waste Management

☐ Criminal Background Check Request - You will receive an e-mail requesting electronic authorization to conduct a background check by the second week of your appointment. If you do not receive the email, please contact us.

☐ Double Check - Check to see whether all necessary payroll information has been successfully submitted by going to your Personal Information Status. All fields should show a green check, as in the image to the right.

Complete by 3rd day of work

(can be completed at Mentor Training)

☐ Employment Eligibility Verification - Complete the electronic I-9 form in person with FRI staff no later than your first workday to prove your identity and authorization to work in the United States. You will be required to present original documents from the List of Acceptable Documents. Examples include:

  o Current Passport or

  o Current Driver’s License AND Social Security Card

Questions/Issues? Contact Tatiana Artis at Tatiana.artis@austin.utexas.edu