



TEXAS SOUTHERN UNIVERSITY
 Division of Administration & Finance
 Human Resources & Payroll

New Hire Document Checklist

Faculty and Staff

Name of New Hire: _____

Department: _____ Title: _____ Date: _____

Hiring Supervisor: _____ T#: _____

Please complete, check and submit each document to Human Resources.
 This information is necessary to complete university procedures in the hiring decision.

All Forms Must Be Typed

Plases do not check the boxes, For HR use only.

Required Forms

- Appointment/Offer Letter (if applicable)
- Completed Online Application
- Resume/CV
- Transcript Official Copy
- Reference Letter
- Personal Data Sheet
- I-9 Form
- I-9 Identification Copies Date E-Verify _____
- Prior State Service Applicable Not-Applicable
- Background Check Date Completed _____
- Confidentiality Agreement
- Acknowledgment Forms Title IX Ethics and Fraud Drug Free Policy
- Voluntary Self Identification Form
- Benefits Enrollment New Hire Form
- W-4 Form
- Direct Deposit Form
- Direct Deposit Banking Verification Document

Submitted by: _____

Reviewed by: _____

Please be sure to visit payroll office- Hannah Hall room 135 to submit your direct deposit and W-4