



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

New Hire Documents Checklist (Undergraduate, Graduate and Stipend Receivers)

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
- Personal Data Sheet
- I-9 Form
- I-9 Identification Copies Date E-Verify _____
- Background Check Date Completed _____
- Confidentiality Agreement
- Voluntary Self Identification Form
- W-4 Form
- Direct Deposit Form
- Direct Deposit Banking Verification Document
- Class Schedule: Fall Spring Summer

Submitted by: _____

Reviewed by: _____

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