

# SYSTEM REGULATION

## **33.99.12 New Employee Processing**

*February 15, 1999*

*Revised December 15, 1999*

### 1. GENERAL

New employees of the System must provide certain information and complete certain documents as a condition of employment with the System.

### 2. DOCUMENTS AND INFORMATION NEW EMPLOYEES MUST PROVIDE

- 2.1 Within three business days of the first day of work, each new employee, including an employee transferring from another System component or state agency, must complete Form I-9 of the federal Immigration and Naturalization Service. Each employee must present an original document or documents that establish identity and employment eligibility. The employer must certify that the proper documents were submitted and examined, appear to be genuine, and relate to the person presenting them. This documentation need not be photocopied. The I-9 should not be completed before the employee's first day of work.
- 2.2 Texas A&M University and all System agencies must complete Form I-80 on all foreign nationals (all non-U.S. citizens or persons not holding a permanent resident visa).
- 2.3 All employees must complete the IRS Form W-4. The Form W-4 must be completed so the correct amount of federal income tax can be withheld from the employee's pay. The form may be changed at any time by completing another Form W-4.
- 2.4 Disclosure of an employee's Social Security Number is required as a condition of employment with the System. The Social Security Number will be used to verify the identity of the employee, for the administration of employment taxes, and as an employee identification number throughout the period of employment.
- 2.5 Each employee must complete the Employee Personal Data form. The employee must sign and date the form and must include any relevant information on veteran status and any prior state service. Employees must complete the appropriate section to indicate whether they wish to keep confidential their home addresses, telephone numbers, Social Security numbers and family status or have them published in the campus or agency directory and made available to anyone through public information requests. If they deny public access, the information will be used only for official business purposes.
- 2.6 As set out in the Texas Labor Code, Chapter 502, each employee is eligible for Workers' Compensation if injured on the job. All employees must complete and sign the Notice to Employees of Workers' Compensation Insurance form (TAMUS Form 8) verifying they have received notice of this coverage.

- 2.7 The Direct Deposit Authorization form must be completed by all employees and be returned to the appropriate Human Resources or Budget/Payroll office.
- 2.8 Unless they waive coverage, new employees should complete at least the Basic Life beneficiary designation section of the New Employee Benefit Enrollment Form no later than the first day of employment to ensure any Basic Life benefits will be paid according to their wishes. Each employee may complete additional benefit enrollment forms within the first 60 days of eligibility to enroll in optional insurance benefits or enroll dependents. Employees who do not complete these forms will remain in basic health and life coverage until they experience a qualified change in status or until the next annual enrollment period.
- 2.9 All employees eligible for retirement benefits must receive the Welcome to Membership (TRS 5) brochure produced by the Teacher Retirement System (TRS). Those employees eligible to elect the Optional Retirement Program (ORP) must be provided “An Overview of TRS and ORP” and must be asked to sign the ORP Information Acknowledgment Form and the Prior Optional Retirement Program Participation Acknowledgment Form. All retirement-eligible employees except those electing ORP on the employment date must complete the TRS 5 form.
- 2.10 To document that employees received required information on policies, programs and benefit plans, they must sign an acknowledgment form developed by the System component.

### 3. INFORMATION TO BE DISTRIBUTED TO ALL NEW EMPLOYEES

- 3.1 The following System policies and regulations must be distributed:
- (1) Ethics Policy (System Policy 07.01);
  - (2) Drug and Alcohol Abuse and Rehabilitation Programs (System Policy 34.02 and System Regulation 34.02.01); and
  - (3) HIV/AIDS in the Workplace and Learning Environment (System Regulation 34.04.03).
- 3.2. The following other information must be given to new employees;
- (1) the component’s drug and alcohol rules;
  - (2) the component’s HIV/AIDS rules and an educational brochure on HIV/AIDS;
  - (3) a copy of Political Activities by Certain Public Entities and Individuals, EXTRACT from Government Code (signed receipt must be available for public inspection);
  - (4) a copy of Standards of Conduct for State Employees, EXTRACT from Government Code (signed receipt must be available for public inspection);
  - (5) a copy of Notice to Employees, Texas Hazard Communication Act of 1985; in addition, more specific information must be provided to employees who encounter hazardous materials in their jobs.
  - (6) information on the Texas Deferred Compensation Program;
  - (7) information on the Extended Pay Plan (for employees on less-than-12-month appointments);

- (8) a benefit enrollment booklet to use in making benefit decisions; and
- (9) information on employee rights under COBRA. A notification letter for each new employee is generated by the Budget/Payroll/Personnel system and will be sent by the System component to the employee's home address.

3.3 Other information that may be given to new employees includes information on Advanced Earned Income Credit Payments and brochures on U.S. Savings Bonds, Affirmative Action/Equal Employment Opportunity, and the prevention of sexual harassment.

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CONTACT FOR INTERPRETATION: System Human Resources Office

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