The University of Texas at El Paso

Department Hiring Checklist

	Student Hiring
☐	Step 1. The hiring department submits a Background Check form and includes the Document Transaction number (DTN) to complete the Employee Information Sheet.
☐	Step 2. The hiring department should email the completed Employee Information Sheet to **hronboarding@utep.edu.**
☐	Step 3. Upon receipt of the Employee ID (600#) submit the Appointment Actions Request eForm in PeopleSoft to active the employee's job record.
	** Students are not allowed to start employment until New Hire documents and Criminal Background Check have cleared.
	Staff Hiring
☐	Step 1. Submit a Staff Employment Actions Request Form (SEAR) and attach an updated Job Description.
☐	Step 2. Meet with an HR Recruitment Consultant to discuss the Recruitment Plan.
☐	Step 3. Upon receipt of qualified resumes from HR, schedule/conduct interviews.
☐	Step 4. Inform Recruitment consultant of selected candidate for the position.
☐	Step 5. Submit a Background Check form to initiate the Onboarding Process.
	Access Information: Once the job record is activated in PeopleSoft. Please have the staff hire contact the helpdesk to request UTEP email's password and access. After their email is set up, they may obtain a Miner Gold Card and UTEP parking permit (contact information listed below).

To obtain UTEP Email:	**To obtain UTEP ID:**	**To obtain Parking Permit:**	**To obtain building access:**
Technology Support UTEP Library Room 300 E: helpdesk@utep.edu P: (915)747-4357	Miner Gold Card Office Mike Loya Academic Services Building, Room 116 E: minergold@utep.edu P: (915)747-7334 F: (915)747-6250	Parking and Transportation Mike Loya Academic Services Building Room 122 E: parking@utep.edu P: (915)747-5724 / (915)747-6161 / (915)747-5800 F: (915)747-5166	The hiring department must submit a Service Request via the Facilities website. You may access HERE .

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Department Hiring Checklist

Non-Tenure Faculty Hiring

(Faculty of Instruction, Lecturers Adjunct Faculty, Visiting Faculty, Lecturer, Professor of Instructor, Research Faculty, Faculty of Instruction, Clinical Faculty, Clinical Professor, Faculty of Practice, Specialists)

☐	Step 1. The hiring department submits a Background Check form.
☐	Step 2. Submit the Employee Information Sheet to hronboarding@utep.edu and/or signed Offer letter. *** Full time Faculty require an offer letter**. Contact your Business Center to obtain letter templates approved by the Provost Office.
☐	Step 3. Upon receipt of Employee ID (600#) **submit a 0% appointment** that will generate UTEP Credentials, and allows early access to the incoming faculty.
☐	Step 4. Assign the Faculty hire as Instructor of Record in Banner to obtain Blackboard access and other resources utilized by faculty.
	Access Information: Once the job record is activated in PeopleSoft. Please have the faculty member contact the helpdesk to request banner 800 number and to setup UTEP email's password and access. After their email is set up, they may obtain a Miner Gold Card and UTEP parking permit (contact information listed below). For office space, keys, or supplies, please contact the Department's Administrative Assistant.

To obtain 800# and UTEP Email:	**To obtain UTEP ID:**	**To obtain Parking Permit:**	**To obtain building access:**
Technology Support UTEP Library Room 300 E: helpdesk@utep.edu P: (915)747-4357	Miner Gold Card Office Mike Loya Academic Services Building, Room 116 E: minergold@utep.edu P: (915)747-7334 F: (915)747-6250	Parking and Transportation Mike Loya Academic Services Building Room 122 E: parking@utep.edu P: (915)747-5724 / (915)747-6161 / (915)747-5800 F: (915)747-5166	The hiring department must submit a Service Request via the Facilities website. You may access HERE .

☐	Step 5. Submit a **Regular appointment** for the academic semester/year to avoid any payroll delays.
	• Academic Units must collaborate with the College Business Centers to submit the required appointment eForms.

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Department Hiring Checklist

Tenure and Tenure-Track Faculty

(Professor, Associate Professor, Assistant Professor)

☐	Step 1. The hiring department submits a Background Check form.
☐	Step 2. Submit the signed offer letter to hronboarding@utep.edu .
☐	Step 3. Upon receipt of Employee ID (600#) **submit a 0% appointment** that will generate UTEP Credentials and allows early access to the incoming faculty.
☐	Step 4. Assign the Faculty hire as Instructor of Record in Banner to obtain Blackboard access and other resources utilized by faculty.
	Access Information: Once the job record is activated in PeopleSoft. Please have the faculty member contact the helpdesk to request banner 800 number and to setup UTEP email's password and access. After their email is set up, they may obtain a Miner Gold Card and UTEP parking permit (contact information listed below). For office space, keys, or supplies, please contact the Department's Administrative Assistant.

To obtain 800# and UTEP Email:	**To obtain UTEP ID:**	**To obtain Parking Permit:**	**To obtain building access:**
Technology Support UTEP Library Room 300 E: helpdesk@utep.edu P: (915)747-4357	Miner Gold Card Office Mike Loya Academic Services Building, Room 116 E: minergold@utep.edu P: (915)747-7334 F: (915)747-6250	Parking and Transportation Mike Loya Academic Services Building Room 122 E: parking@utep.edu P: (915)747-5724 / (915)747-6161 / (915)747-5800 F: (915)747-5166	The hiring department must submit a Service Request via the Facilities website. You may access HERE .

☐	Step 5. Submit a **Regular appointment** for the academic semester/year to avoid any payroll delays.
	• Academic Units must collaborate with the College Business Centers to submit the required appointment eForms.