University of Tennessee System Administration
Onboarding Checklist

New Hire required documents (Send completed forms to your HR rep. prior to your start date)
☐ Complete I-9 Section 1
☐ Send supporting I-9 documents to HR representatives
☐ Release of Final Paycheck
☐ Personal Data Form
☐ UT- Summer place Langley Parking form
☐ UT Tower Badge- Access Card Request form
☐ Submit New Employee Information form

New Hire required online documents (Complete forms through IRIS within your first week)
☐ W-4
☐ Designation of Beneficiary
☐ Direct Deposit

Retirement Benefits (Required) Due within One Week of Hire Date to retirement@tennessee.edu. Type ENCRYPT in the subject line to secure the email.
☐ Required Retirement Presentation (Retirement Website)
☐ 2021 Exempt new hire packet (offer included a monthly rate)
☐ 2021 Nonexempt new hire packet (offer included an hourly rate)
☐ Zoom sessions on the first and third Wednesdays of each month from 11:00 am – 12:00 Noon (meeting ID: 913 6162 7178 and password: 818032)

Health Insurance Benefits
☐ Review Insurance Guide and To Do List
☐ Required Forms: DUE WITHIN 30 DAYS OF HIRE DATE
   ☐ 2021 Enrollment/Change Form – (enroll or refuse coverage)
   ☐ Basic Life Insurance Beneficiary Form
☐ Review Optional Forms: Please note these are also DUE WITHIN 30 DAYS OF HIRE DATE

Required Trainings to complete through K@TE at https://kate.tennessee.edu/
☐ UT Tower Tenant Handbook
☐ Security Awareness Cybersecurity Knowledge Pre-Check
☐ Campus Security Authority (CSA) Training
☐ Code of Conduct
☐ FERPA
☐ Hazard Awareness and Workplace Safety
☐ Title VI
☐ Title IX

Learning Modules
☐ UTSA onboarding Benefits
☐ Government Relations & Advocacy
☐ Performance Management for Staff
☐ UTSA Policies
☐ UT Promise