

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
- Outside Interests Disclosure

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)
- Current year Exempt new hire packet (offer included a monthly rate)
- Current year 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**
 - Current Year 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 Tennant 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