[Major revision: March 24, 2014]

Angelo State University
Operating Policy and Procedure

OP 52.27: **New Employee On-Boarding and Orientation**

DATE: March 24, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish policy and procedures for first day new employee processing and orientation.

REVIEW: This OP will be reviewed in March of even-numbered years by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by April 15th of the same year.

POLICY/PROCEDURE

1. Policy

On or before the first day of work, each newly hired employee must report to the Office of Human Resources for initial completion and processing of employment and benefits related paperwork.

Subsequent to the first day of employment, the Office of Human Resources will schedule an orientation class for newly hired benefits-eligible employees.

2. Applicability

This policy applies to all new hired staff, faculty, student, and temporary/casual employees.

3. On-boarding

On-boarding is the process by which newly hired employees report to the Office of Human Resources in order to complete essential employment, payroll, and benefits paperwork. In addition, several disclosures must be given to and acknowledged by the employee. During on-boarding, newly hired employees will complete the I-9 Form, W-4, retirement forms, or Salary Spread Election form for faculty, and any other required paperwork.

All newly hired employees must complete and sign Section 1 of Form I-9 no later than their first day of employment. The employee must present appropriate evidence of identity and employment authorization within 3 business days of the employee's first day of employment. Further information regarding the I-9 form can be found in OP 52.50 Work Authorization and Eligibility Requirements.

For newly hired employees, regardless of employee category, all essential employment paperwork must be completed within three days of the employee's start date. Failure to complete this paperwork may delay payroll processing and can result in termination of employment.

4. Selective service registration

An agency in any branch of state government may not hire a male unless he presents proof of his registration or exemption from registration with the selective service system. The Texas Office of the Attorney General issued an opinion that requires only those males who are between the ages of 18 and 25 years to furnish proof of either selective service registration or exemption from selective services as a condition of state employment.

As such, prior to being hired by Angelo State University, all males between the ages of 18 and 25 must provide proof either that they have registered with the Selective Service System or that they are exempt from such registration.

Acceptable "proof of registration or exemption" is a copy of the registration acknowledgement card that is mailed to the individual after he has submitted a completed Selective Service Registration form or a copy of the on-line verification screen from the Selective Service System's web page at www.sss.gov/. A copy of the proof of registration must be attached to the initial appointment PAF.

The following persons are exempt from the requirement to register:

a. Females

b. Lawfully admitted non-immigrant aliens (such as those men on visitor or student visas and members of diplomatic or trade missions and their families) because they are residing in this country temporarily.

c. Members of the Armed Forces on full-time active duty, including cadets and midshipmen at the United States service academies.

5. Benefits Orientation

The Office of Human Resources will schedule newly hired benefits-eligible employees for orientation that includes an overview of conditions of employment at the university, benefits, leave entitlements, retirement, etc. In addition, departments are encouraged to continue the orientation process at the department level to include office rules, procedures, job assignments, etc.