



4.5.11 New Employee Processing

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.5 Employment Administration	Date Last Reviewed: December 2001
Responsible Entity: Vice President and Chief Human Resources Officer	Date Last Revised: December 2001

I. Purpose

To establish requirements for processing newly hired employees of UT Health San Antonio.

II. Scope

The policy applies to all newly hired employees whether categorized as faculty, administrative and professional (A&P), and classified employees of UT Health San Antonio.

III. Policy

On their first day of employment, each employee should report to the Office of Human Resources for initial processing.

A. Employment Eligibility Verification (Form I-9) and Requirements

In accordance with the Immigration Reform and Control Act of 1986, UT Health San Antonio (UTHSA) requires all newly hired individuals to provide documentary proof of identity and authorization to work in the United States. These original documents shall be produced to a representative of the Benefits Section of Human Resources. At that time, Employment Eligibility Verification (Form I-9) shall also be completed. These verification and record keeping requirements apply:

1. To all newly hired individuals, regardless of whether or not the person hired is a United States citizen.
2. To all categories of employees, including faculty, classified, administrative and professional, and student employees.

Any newly hired individual who fails to produce such documents and complete the Form I-9 in Human Resources within 72 hours shall not be placed on the payroll. Once an individual has been removed from the payroll, it shall constitute misconduct for

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any UTHSA employee to allow such an individual to perform any work or otherwise remain on the premises. Under no circumstances shall an individual be hired or allowed to begin work without the prior knowledge and approval of Human Resources. Human Resources shall retain the form for three (3) years or for one (1) year past the end of the employment of the individual, whichever is longer.

B. Orientation

Human Resources will arrange with new employees for official orientation which includes completion of sign-up requirements for benefits eligible individuals. The date of orientation will be scheduled to ensure the completion of necessary forms and timely arrival of the first paycheck. New employees attending orientation on or before the tenth (10) of the month can expect a paycheck on the first working day of the following month. Employees signed up after the tenth (10) will be paid through the supplemental payroll on or about the tenth (10) of the following month.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
11/2000	Policy Origination		
12/2001	Policy Revision		