

Faculty Onboarding Process

Task	Who Completes
1. Criminal Background Check	Department requests from Provost Office
2. Offer / Acceptance	Dean / Department (upon approval from Provost)
3. eCAT*- (if start date is greater than 28 days, this can be completed first—will need to wait for UTD-ID to be created before the ePAR can be created; otherwise, complete the ePAR first)	Department
4. ePAR*- Provide to Provost: data fields (i.e full name, address, SSN (UTID for Rehires), DOB, cost center, funding begin and end dates, monthly pay rate AND copies of appointment forms or offer letters. (UTID is created immediately).	Provost Office (New and Rehire Faculty)
5. Email Employment Services/Specialist with Faculty Details spreadsheet.	Department
6. New Hires - Email UTD-ID, onboarding instructions, and the link to online “New Employee DayOne Forms”. Schedule onboarding appointment. Rehires - Email onboarding instructions to verify/update online information and submit applicable “In Person” forms to HR. *eCAT, ePAR, must be completed first.	Employment Specialist Employment Specialist
7. Online Forms (Personal Information, I-9, Self-ID)	New Faculty (complete information) Rehire Faculty (verify/update information)
8. Meet with Employment Specialist to submit I-9 documents, W-4, direct deposit, ACA Acknowledgement Form, DayOne Acknowledgement Form, Prior State Service Verification Form, Selective Service Verification Form (if applicable). Submit updated above information to Employment Specialist/HR Employment Services.	New Faculty Rehire Faculty
9. Notify Department – completion of onboarding process	Employment Specialist
10. Onboarding Packet to Data Management and HR Records	Employment Specialist