

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.5	Employment Administration	Revised:	December 2001
<b>Policy 4.5.11</b>	<b>New Employee Processing</b>	Responsibility:	Vice President for Human Resources

## **NEW EMPLOYEE PROCESSING**

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### **Policy**

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

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### **Applicability**

This policy applies to all faculty, administrative and professional (A&P), and classified employees of the Health Science Center.

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### **Employment Eligibility Verification (Form 1-9) and Requirements**

In accordance with the Immigration Reform and Control Act of 1986, the Health Science Center 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 any Health Science Center 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.

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### **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 the timely arrival of the first paycheck. New employees attending orientation on or before the

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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.

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