The following is a list of steps in the Onboarding business process that launches upon completion of Hire, Change Job or Add Additional Job. Condition rules determine eligibility for some steps.

**Employee Self Service**
- Enter Contact Information
- Enter Personal Information
- Edit Government IDs
- Complete Form I-9
- To Do: Complete Form I-9
- Change Emergency Contacts
- Change Veteran Status Identification
- Change Self-Identification of Disability
- To Do: Verify Prior State Service
- To Do: Change My Photo
- Review Required New Employee Notices
  - Chapter 572, Subchapter C, Standards of Conduct and Conflict of Interest Provisions
  - Employee Rights Under the Family and Medical Leave Act
  - Equal Employment Opportunity Notice
  - Drug and Alcohol Abuse and Rehabilitation Programs, System Regulation 34.02.01
  - HIV/AIDS and the Workplace Notice
  - Overtime Policy, System Regulation 31.01.09
  - Payroll Deduction Verification Notice
  - Texas A&M University System Policy 07.01, Ethics, and Texas Government Code,
  - Texas Hazard Communication Act Notice
  - The Texas A&M University System Notice of Privacy Practices
  - The Texas A&M University System Policies
  - The Texas Whistleblower Act
  - Uniformed Services Employment and Reemployment Rights Act (USERRA)
  - Workers Compensation Notice
- Complete Federal Withholding Elections
- Complete State and Local Withholding Elections
- To Do: Enroll in Electronic W-2
- To Do: Complete W-4 in GLACIER and Submit to Payroll
- To Do: Change 1095-C Printing Election
- To Do: Add Medicare Information
- Additional Data Event: Direct Deposit Declaration
- Additional Data Event: State Veteran's Preference
- Additional Data Event: Privacy Flag
- Additional Data Event: Benefits Onboarding Questions
- To Do: Edit Passports and Visa
- Change Benefits Elections
- Manage Payment Elections
- Notification: Required Texas ORP Vendor selection
**HR Contact or HR Partner**
- To Do: Trigger Benefits Onboarding Questions, Direct Deposit, Privacy Flag, and State Veteran’s Preference
- To Do: Record Form I-9 Completed in Guardian
- To Do: Update Mail Stop
- To Do: Organization-specific Onboarding Activities

**HR Partner or Faculty Partner**
- To Do: Update Faculty Tenure Status

**I-9 Processor or HR Partner**
- Complete Form I-9

**Absence Partner**
- To Do: Update Time Off Service Date
- To Do: Employee is a rehire. Do they qualify for restoration of sick leave balance
- To Do: Confirm prior state service; update hazard and longevity service plans. Update vacation and sick time offs for any balances being transferred in.

**Benefits Partner or Retiree Partner**
- To Do: Review Benefits Onboarding Questions, SGIP Driver, and TRS9 Date
- To Do: Update Original ORP Start Date
- To Do: Obtain TRS Temporary ID
- Review Document: ORP Information Acknowledgement Statement
- To Do: Add a Medical Only Change benefit event

**Retiree Partner**
- To Do: Add a Medical Only Change benefit event for retiree