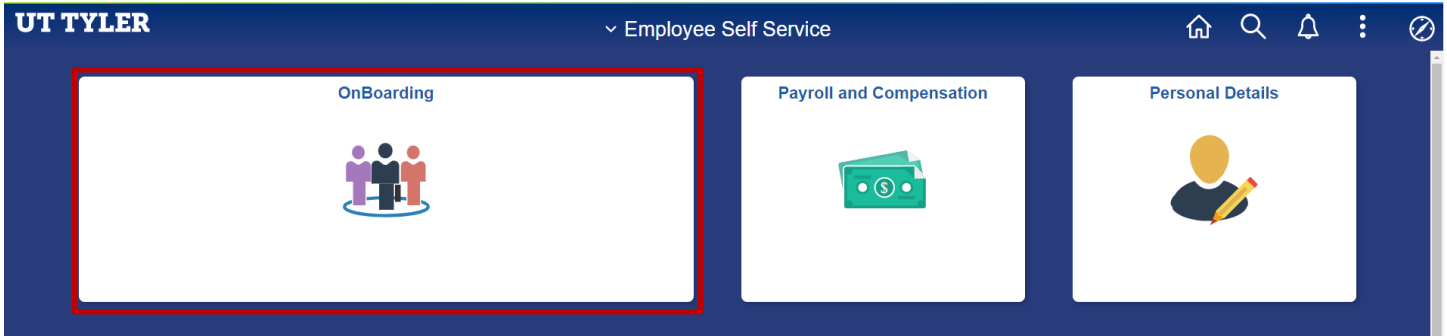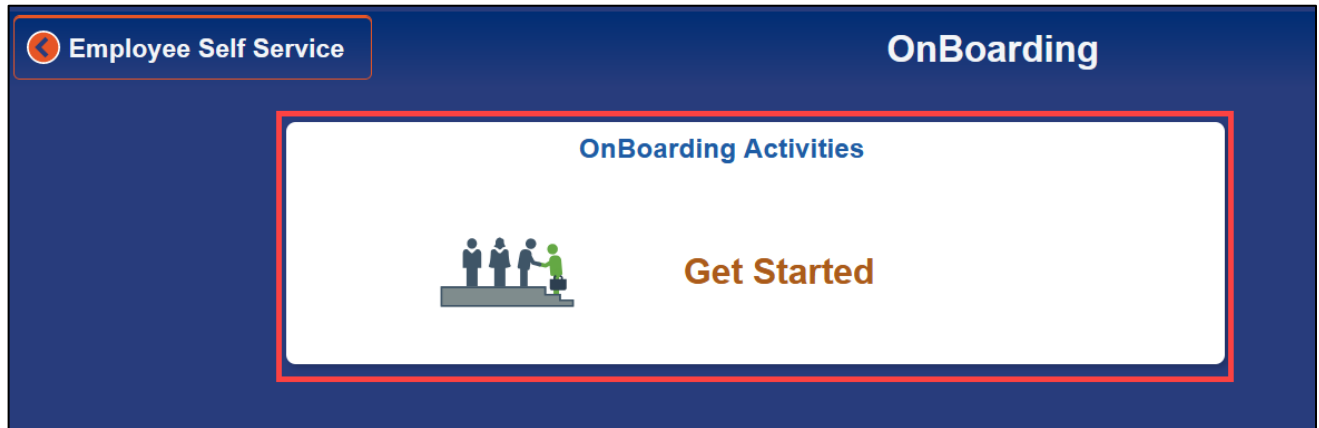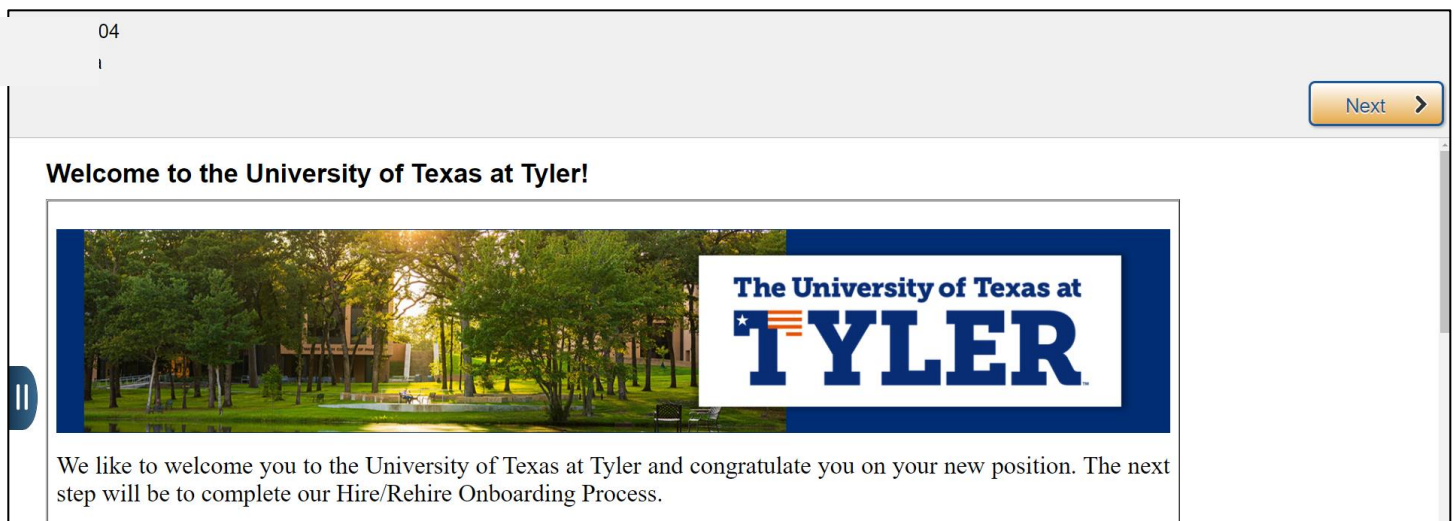1. **Log into UT Share at https://www.uttyler.edu/utshare/. You will be brought to the Employee Self Service page. Select the Onboarding Tile.**

2. **In the Onboarding Activities box, click the Get Started link.**

3. **After reading the Welcome page, use the Next button to move to the next page.**

Welcome to the University of Texas at Tyler!

We like to welcome you to the University of Texas at Tyler and congratulate you on your new position. The next step will be to complete our Hire/Rehire Onboarding Process.

Personal Information

4. **Review the Instructions provided**. Click the Complete button in the upper right-hand corner. Use the Next button to move to the next page.

5. **Verify your address.** If it is correct, hit Complete, then Next to move to the next step. If your address needs to be modified, click on the address.

The Change as of date, will default to the current date. Enter the new address information and hit the **Save** button.

The updated address will now be displayed. Hit the **Complete** button and then **Next** to move on to the screen.
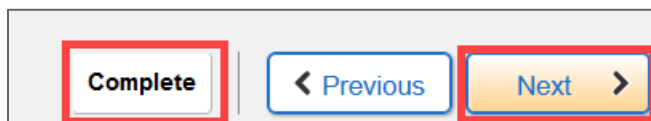
6. **Verify your phone number and email address.** If it is correct, hit <u>Complete</u>, then <u>Next</u> to move to the next step. If any information needs to be modified, click on it.

Update your contact information and hit Save.

Click the **Complete** button in the upper-hand corner and click **Next** to navigate to the next page.
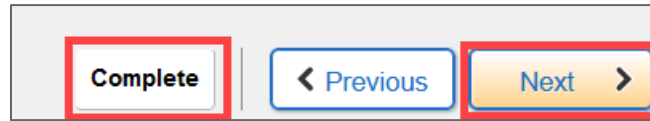
7. **The next section will prompt you to add your emergency contacts.** Click on the Add Emergency Contact button.

Enter your **Contact Name**.

From the drop-down select the relationship type. Review the list and choose the most appropriate response.

Next, Add their **Address** and **Phone Number**. The Phone Number is required. Once complete, hit **Save**.

Click the **Complete** button in the upper-hand corner and click **Next** to navigate to the next page.

8. The next section will ask for your privacy options. Click Add.

Click the **Magnifying Glass** 🔍 next to the Privacy Options box. Click anywhere in the box that says **RESTRICTIONS**.
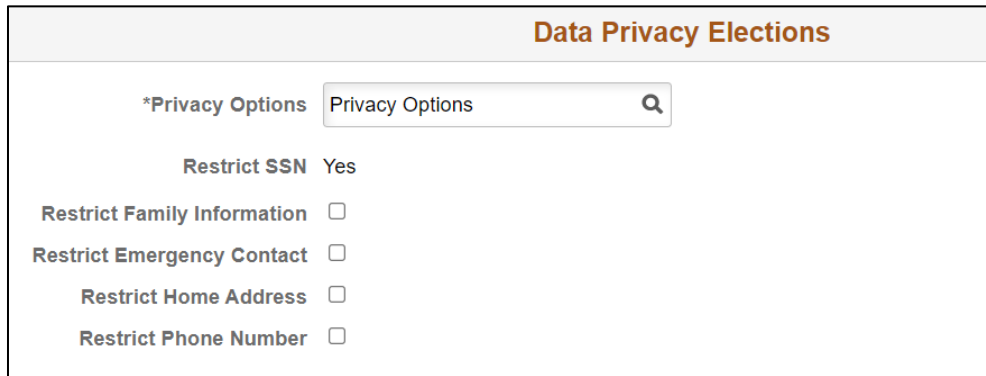
The Public Information Act allows employees to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Please indicate whether you wish to restrict Public Release of the following information by checking the box. You can restrict more than one option.

Data Privacy Elections

*Privacy Options: Privacy Options 🔍
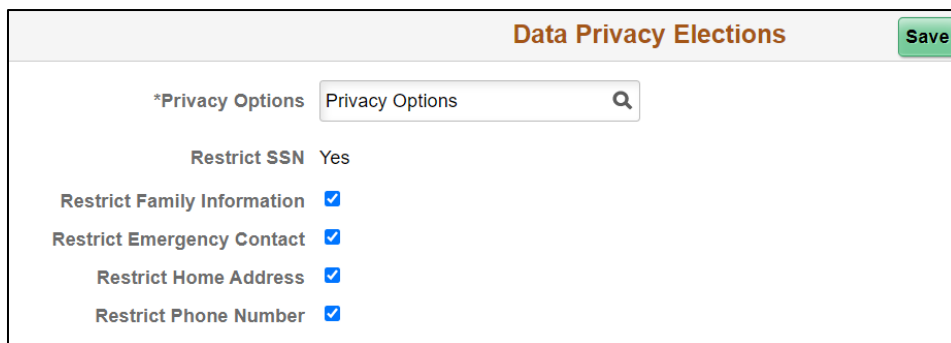
Restrict SSN: Yes

Restrict Family Information: ☐

Restrict Emergency Contact: ☐

Restrict Home Address: ☐

Restrict Phone Number: ☐

Once you are done, click **Save**.

Data Privacy Elections   Save

*Privacy Options: Privacy Options 🔍

Restrict SSN: Yes

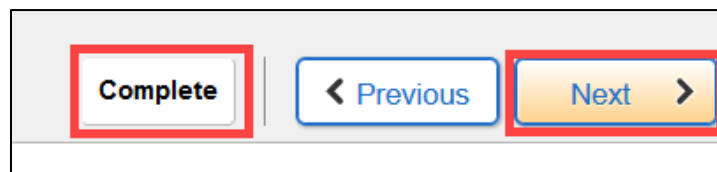Restrict Family Information: ☑

Restrict Emergency Contact: ☑

Restrict Home Address: ☑
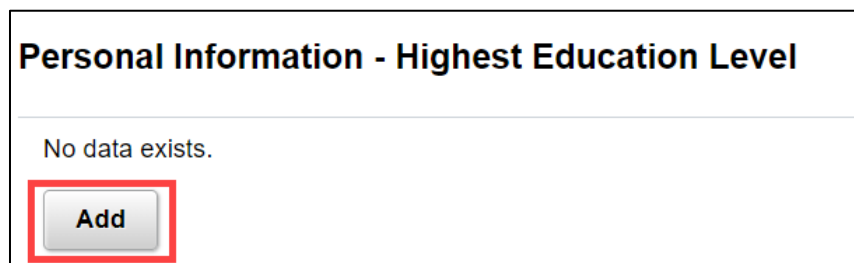
Restrict Phone Number: ☑

Click the **Complete** button in the upper-hand corner and click **Next** to navigate to the next page.

Complete | ‹ Previous   Next ›

Indicate the highest completed level of education, click add to begin.
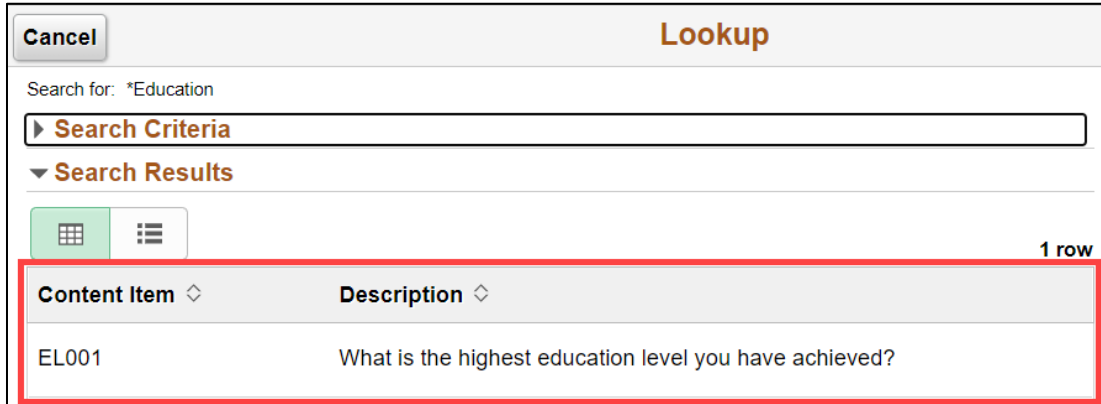
Personal Information - Highest Education Level

No data exists.

Add

Click the **Magnifying Glass** 🔍 next to the Education box. Click the descriptor box.

From the drop-down menu, select the appropriate response.

Once you are done, click Save. Click the **Complete** button in the upper-hand corner and click **Next** to navigate to the next page.

9. **Voluntary Self-Identification of Ethnicity**. UTT is subject to certain governmental recordkeeping and reports requirements related to the administration of civil rights laws and regulations. In order to comply with such requirements, UTT asks employees to self-identify and provide information regarding their race and ethnicity. *Submittal of this information is voluntary and the refusal to provide it will not subject employees to any adverse treatment.*

Question 1 select one answer. Question 2 select all that apply. If you need further information, click "Explain" on the page.

Once you are done, click Save. Then, Click the **Complete** button in the upper-hand corner and click **Next** to navigate to the next page.
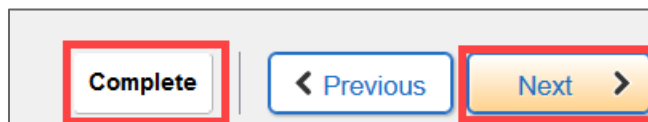
10. Voluntary Self-Identification of Disability. Read the instructions displayed, check the box with your response. Click the <u>Submit</u> button.

Click the **Complete** button in the upper-hand corner and click **Next** to navigate to the next page.

Voluntary Self-Identification of Veteran Status. Click **Add** to begin.

Personal Information - Voluntary Self-Identification of Veteran Status

No data exists.

[Add]

Click the **Magnifying Glass** 🔍 next to the Veteran Identification box.

Veteran Identification

*Veteran Identification	[🔍]
Veteran Status	[▼]
Disabled Veteran	☐
Special Disabled Veteran	☐
Surviving Spouse of Veteran	☐
Orphan of Veteran	☐
Military Discharge Date	[📅]

Click Federal & Texas Identification

[Cancel]   **Lookup**
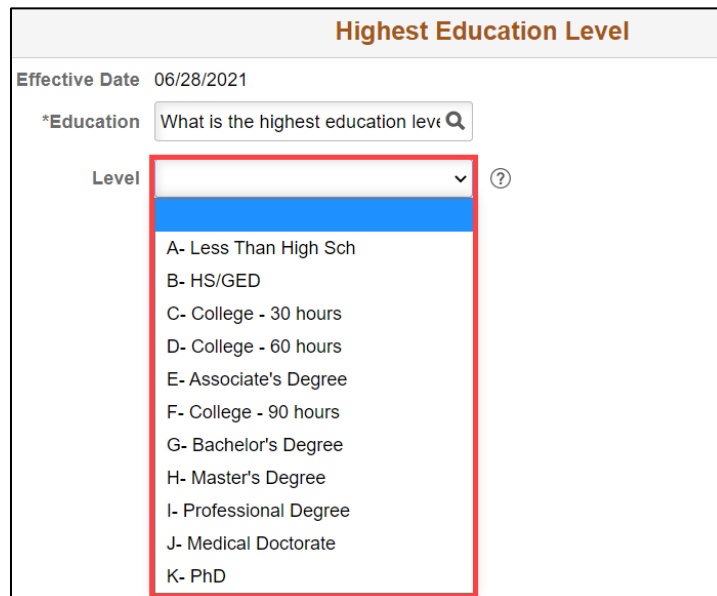
Search for: *Veteran Identification
▶ Search Criteria
▼ Search Results

		1 row
Content Item ◊	**Description** ◊	
UTVETSTAT	Federal & Texas Identification	

Choose your Veteran Status from the drop-down menu. If you are not a veteran, select "No Military Service".

Veteran Identification

*Veteran Identification	Federal & Texas Identification [🔍]
Veteran Status	[▼]
Disabled Veteran	
Special Disabled Veteran	
Surviving Spouse of Veteran	
Orphan of Veteran	
Military Discharge Date	

Active Reserve
Actv Wartime/Cmpgn Badge Vet
Armed Forces Service Medal Vet
Inactive Reserve
No Military Service
Retired Military
Srvc Mdl & Actv War/Cmpgn Vet
Veteran
Veteran VA Ineligible
Veteran of Vietnam Era
Vietnam & Other Protected Vet

After you select your veteran status, review the information below and select all that apply.

Enter your military discharge date, if you are a recently separated veteran. A recently separated veteran is any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. Reference your DD214.

Once you are done, click Save. Click the **Complete** button in the upper-hand corner and click **Next** to navigate to the next page.

11. **If you have a relative employed with the University of Texas System, click Add.** If this does not apply to you, click Complete and the Next to proceed to the next page. Skip to step 44.

Use the magnifying glass and select UT Family.

Now, use the magnifying glass to find your UT Family member. Click on the magnifying glass next to Employee ID. Expand the Search Criteria and search using their first and last name.

Expand the Search Criteria and search using their first and last name.

Click on your family member based on your search results. Once complete, hit Save.

If you need to add an additional UT Family member, hit the plus sign and continue the steps above. This time UT Family 2.

Personal Information - Relative Employed by UT

+	
UT Family	**Edit/View**
UT Family	>

Once done **Complete** this step and Click Next to proceed to the next page.

12. Verify Additional Information. Review the data displayed on this screen, if anything is incorrect, please contact the Human Resources department.

Personal Information - Verify Additional Information

Gender	Female
Date of Birth	06/06/1966
Birth Country	United States
Birth State	
Social Security Number	
Smoker	
Date Entitled to Medicare	
Original Start Date	04/10/2021
Last Start Date	04/10/2021
Highest Education Level	Not Indicated

Employee Information

Contact the Human Resources department if any of your Employee Information is incorrect.

Click the **Complete** button in the upper-hand corner and click **Next** to navigate to the next page.

Payroll

13. **Review the Payroll Instructions provided.** click the <u>Complete</u> button in the upper right-hand corner. Use the Next button to move to the next page.

Read the W-4 Tax Information Instructions, scroll down to view the entire screen.

W-4 Withholding Certificate

Cruella de Vil
University of Texas, Tyler

Social Security Number

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Your withholding is subject to review by the IRS www.irs.gov.

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact
SSA at 800-772-1213 or go to www.ssa.gov.

Address

3900 University Blvd
Tyler TX 75799

Filing Status

Complete the W-4 form. If you need assistance, view the instructions provided on the page.

Address

3900 University Blvd
Tyler TX 75799
Filing Status

◉ Single or Married filing separately

○ Married filing jointly (or Qualifying widow(er))

○ Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for
yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns
about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works.
The correct amount of withholding depends on income earned from all these jobs.
ⓘ View Instructions

☐ Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs.
(Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents
ⓘ View Instructions

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 [_____]
Multiply the number of other dependents by $500 [_____]
Other tax credits [_____]

Total   4000.00

Step 4: Other Adjustments
ⓘ View Instructions

(a) Other Income [_____]
(b) Deductions [_____]
(c) Extra Withholding [500.00]

Once complete, hit the Submit button located at the bottom of the form.

Claim Exemption from Withholding

I claim exemption from withholding for the year   2021   and I certify that I meet
BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

☐ Check this box if you meet both conditions to claim exemption from tax withholding

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit

Click the **Complete** button in the upper-hand corner and click **Next** to navigate to the next page.

Complete   ❮ Previous   Next ❯

14.   **Next, enter your direct deposit information.** Click Add Account.

Direct Deposit

Cruella de Vil

You have not added any direct deposit account information.

Add Account

Enter your 9-digit Routing Number

Direct Deposit
Add Direct Deposit
Cruella de Vil
Your Bank Information

Routing Number   123456789   View Check Example

Distribution Instructions

Account Number   [   ]
Retype Account Number [   ]
*Account Type   [⌄]
*Deposit Type   [⌄]
Amount or Percent   [   ]
*Deposit Order   [ ]   (Example: 1 = First Account Processed)

Submit   Acknowledge the terms of using Direct Deposit

* Required Field
Return to Direct Deposit

Enter your account number.

From the drop-down menu select the Account Type

From the drop-down menu select the deposit type. If you only have 1 account, select **Balance of Net Pay**. If you will be using more than 1 account, select **Amount** or **Percent** to setup.

The deposit order will default to 999.

*If using more than one account, you can change the deposit order for each account.

Once you have completed all the account information click on the **Acknowledge** button.

A Direct Deposit Acknowledgment will appear. Please read and click **Accept** to complete the transaction.

Click the **Complete** button in the upper-hand corner and click **Next** to navigate to the next page.

UT Tyler Policies and Resources

15. **Review the UT Tyler Policies.** Each link will send you to the policy information. Once you have read and understood the policies, check the acknowledgement box. Click **save** then **next** to proceed to the next page.

> I understand that all university-related policies above may be found on the should I need to access it in the future. I also acknowledge that I have read and understood the policies with these policies may result in disciplinary action up to and including termination of my employment.
>
> ☑ I acknowledge that I have read and understood the policies listed above.
>
> **Save**

16. **Review the Statement of Selective Service Registration Status.** Complete and sign the form.

UT Tyler Policies and Resources - Statement of Selective Service

The University of Texas at
TYLER

The University of Texas at Tyler

Statement of Selective Service Registration Status

R Rev (05/18)

Under HB 558, enacted by the 76th Texas State Legislature, if you are currently of the age and gender requiring registration with Selective Service, but knowingly and willfully fail to do so, you are ineligible for employment with an agency in any branch of Texas state government. Any offer of employment is contingent on your compliance with Selective Service law.

Exemptions

Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25 years of age, are required to register with Selective Service. Some non- citizens are required to register and others are not.

Non-citizens not required to register include men who are in the U.S. on student or visitor visas, and men who are part of a diplomatic or trade mission and their families. Almost all other male non-citizens are required to register, including illegal aliens, legal permanent residents, and refugees.

Non-Registrants

If you are not registered as required, you are presently not eligible to be hired and should register promptly at a United States Post Office. A Certificate of Mailing may be obtained from the Post Office at such time that you mail your registration and may be used as proof of your application until you receive your Selective Service Registration Card.

Privacy Act Statement

Because information on your registration status is essential for determining whether you are in compliance with Selective Service law, failure to provide the information requested by this statement will prevent any further consideration of you for employment. This information is subject to verification with the Selective Service System and may be furnished to federal agencies for law enforcement or other authorized use in implementing the law.

False Statement Notification

A false statement may be grounds for not hiring you, or for dismissal, if you have already begun work.

Review

Should any question arise regarding your registration or eligibility for an exemption, you may request an official **"status information"** letter from the Selective Service System by calling 1-847-688-6888. As an alternative, you may send a written request to the Selective Service System at P.O. Box 94638, Palatine, IL 60094-4638.

I understand that under HB 558, enacted by the 76th Texas Legislature, I must be registered with the Selective Service System according to the requirements of federal law in order to be employed with an agency in any branch of Texas state government. I further certify that the information provided on this form is true, complete and correct to the best of my knowledge. I understand that any false statements may void my application for employment and that the information provided on this form will be used only for evaluation of eligibility for employment.

I am registered with Selective Service.
◉ No
○ Yes

☐ I am not required to register due to one or more reason(s) listed under Exemptions section of this form.

SSN [   ]

Date of Birth [   ]

Click **save** then **next** to proceed to the next page.

17. **Review the Information Resources Acceptable Use and Security Policy Agreement. Check the box on the bottom of the page to acknowledge receipt and acknowledgement.**

Enter your First and Last Name, then **Save** the page. Click **Next** in the upper-right hand corner to move onto the next policy.

Once you have completed the form, check the box to acknowledge and click **Save**.

Click **Next** to navigate to the next page.

18. Review the Verification of Prior State Service. Click the Link to sign the form via DocuSign.

The link will take you to a DocuSign screen. Enter your uttyler.edu email address and select **CONTINUE**. (***Note:*** it must be uttyler.edu **not** patriots.uttyler.edu)

Click on the blue "use" icon.

You will be prompted to enter your name and email address. **Do not** change or enter any other information. Then click the **SEND** button.

Select the button **SIGN NOW**

Do you want to sign this document now?

SIGN NOW   **SIGN LATER**

Click **Continue**

Please review the documents below.   **CONTINUE**

Click **Start** and fill out all information on the form.

START

Once all information is completed, Click **Finish.**

FINISH

Select **NO THANKS** and close the Tab.

You're Done! Want To Sign Another Document?

TYLER

Please DocuSign: Offer_Letter_Template1.docx

From
)uncan

Expires On
10/15/2021

Sent On
6/17/2021 2:34:49 PM CDT

Message

SIGN   **NO THANKS**

Once you have completed the form in DocuSign, go back to the Onboarding Tile and check the box at the bottom of the page to acknowledge and click **Save**.

☐ I acknowledge that I have completed the Prior State Service form.

Click **Next** to navigate to the next page.

❮ Previous   Next ❯

19.   Review the Confidentiality Compliance Statement for Student Records.

The University of Texas at
TYLER

CONFIDENTIALITY COMPLIANCE STATEMENT FOR STUDENT RECORDS

• I understand that in the normal course of my work I am obligated to protect the confidentiality of student records maintained by The University of Texas at Tyler.

• I am aware that information contained in any student's educational record including the records of individuals with whom I have a personal relationship can be released only as permitted under the terms of the Family Educational Rights and Privacy Act of 1974 (FERPA).

• Information about FERPA can be found in The University of Texas at Tyler catalog under the heading of Student Records--Family Educational Rights and Privacy Act (FERPA).

• I understand that under the revision (the Buckley Amendment) to the original act students are not allowed access to information furnished by their parents, or to confidential letters of evaluation placed in or forwarded to student records under an agreement of confidentiality prior to January 1, 1974.

After your review, enter your First & Last Name, then click **Save**.

• I further understand that this statement of compliance includes release of information in printed form, by electronic or other media, and by teleph

• I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to that such willful or unauthorized disclosure violates UT Tyler's policy and could constitute just cause for disciplinary action including termi penalties are imposed.
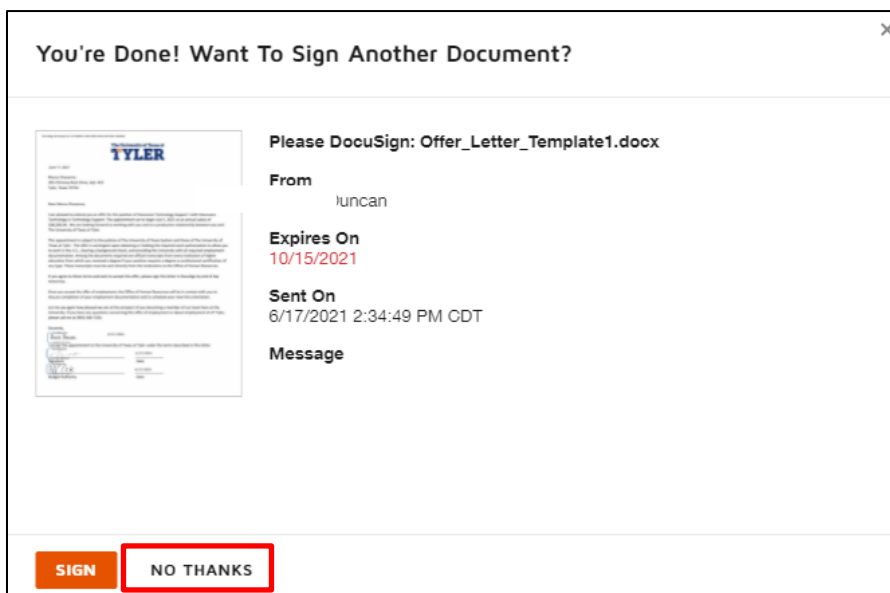
• I understand that if when my employment with The University ends, all student records must remain with The University.

First Name Cruella
Last Name de Vil

Save

Click **Next** to navigate to the next page.

❮ Previous   Next ❯

20. Review and sign the Workers' Compensation Network Acknowledgment Form. Click the Link to sign the form via DocuSign.

UT Tyler Policies and Resources - Workers' Compensation Acknowledgement Form

The University of Texas at Tyler

Workers' Compensation Network Acknowledgement Form

Workers' Compensation Insurance (WCI) provided by The University of Texas at Tyler (UT Tyler) is funded by The University of Texas System (UT System) through a self-insured WC program.

You MUST CLICK HERE to complete and sign the Workers' Compensation Form

Once you have completed the form, you must return to this page and acknowledge that you have completed the document.

If you have any questions or need assistance, please contact the Office of Human Resources.

Phone: 903-566-7234

Email: humanresources@uttyler.edu

The link will take you to a DocuSign screen. Enter your uttyler.edu email address and select **CONTINUE**. (*Note:* it must be uttyler.edu not patriots.uttyler.edu)

DocuSign

Please log in to your account

Email address

CONTINUE

No account? Sign up for free

UT TYLER

Faculty/Staff — Sign in with your UTTyler account (e.g., someone@uttyler.edu)

Students — Sign in with your Patriots account (e.g., someone@patriots.uttyler.edu)

User name

Password

Sign in

Click on the blue "use" icon.

☆ **Workers Compensation** ⓘ

Template ID

USE
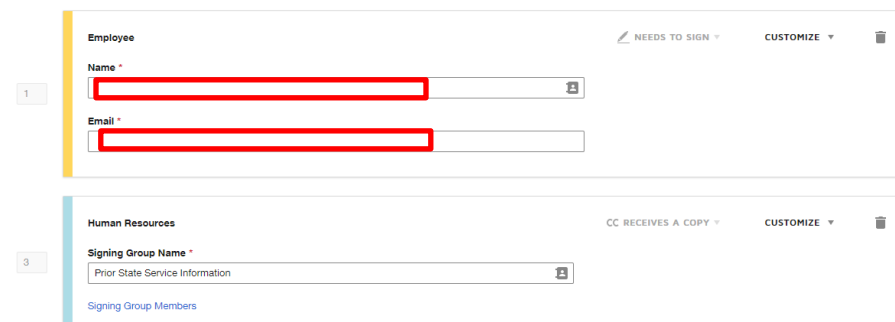
Recipients

1 👤 **Employee:**

2 👤 **WCI: WCI**
      Signing Group

You will be prompted to enter your name and email address. **Do not** change or enter any other information. Then click the **SEND** button.

Select the button **SIGN NOW**

Click **Continue**

Click **Start** and fill out all information on the form.

Once all information is completed, Click **Finish.**

Select **NO THANKS** and close the Tab.

Once you have completed the form in DocuSign, go back to the Onboarding Tile and check the box at the bottom of the page to acknowledge and click **Save**.

Click **Next** to navigate to the next page.

21. Review and sign the Intellectual Policy Agreement

UT Tyler Policies and Resources - Intellectual Property Policy Agreement

The University of Texas at TYLER

The University of Texas System

Intellectual Property Policy Agreement

In order for the University of Texas System and The University of Texas at Tyler ("University") to meet its obligations under the Bayh-Dole Act, all employees must complete an Intellectual Property Policy Agreement. A copy of The University of Texas System Intellectual Property Policy is currently available at: https://utsystem.edu/board-of-regents/rules/90101-intellectual-property.

You **MUST** CLICK HERE to complete and sign the Intellectual Property Policy

Once you have completed the form, you must return to this page and acknowledge that you have completed the document.

If you have any questions or need assistance, please contact the Office of Human Resources.

Phone: 903-566-7234

Email: humanresources@uttyler.edu

The link will take you to a DocuSign screen. Enter your uttyler.edu email address and select **CONTINUE**. (**Note:** it must be uttyler.edu not patriots.uttyler.edu)

DocuSign

Please log in to your account

Email address

CONTINUE

No account? Sign up for free

UT TYLER

Faculty/Staff — Sign in with your UTTyler account (e.g., someone@uttyler.edu)

Students — Sign in with your Patriots account (e.g., someone@patriots.uttyler.edu)

User name

Password

Sign in

Click on the blue "use" icon.

You will be prompted to enter your name and email address. **<u>Do not</u>** change or enter any other information. Then click the **SEND** button.
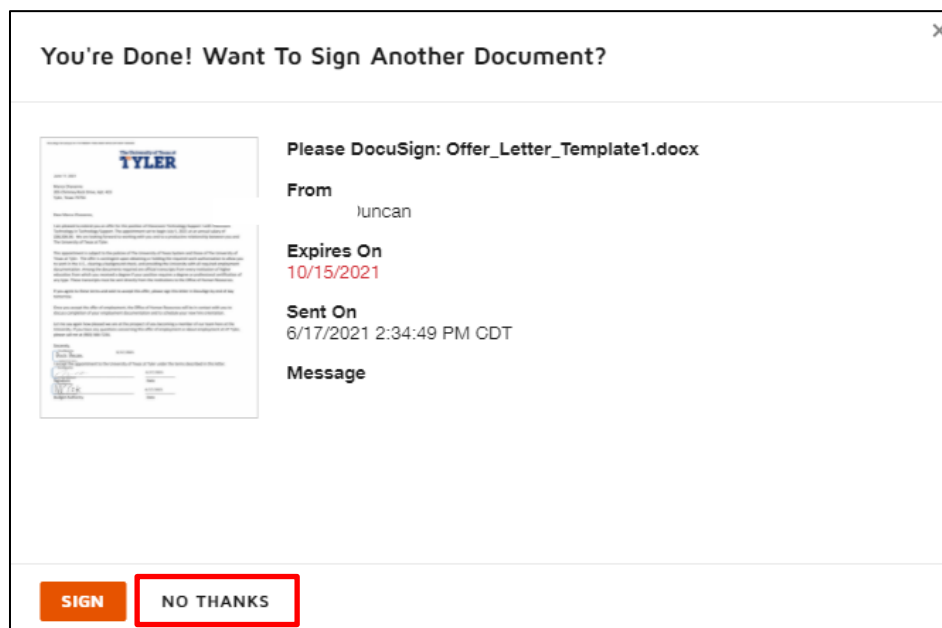

Select the button **SIGN NOW**

Click **Continue**

Click **Start** and fill out all information on the form.

Once all information is completed, Click **Finish.**

Select **NO THANKS** and close the Tab.

Once you have completed the form, check the box to acknowledge and click **Save**.

☐ I acknowledge that I have completed the Prior State Service form.

Click **Next** to navigate to the next page.

❮ Previous   Next ❯

22.   Review the Employee Resources page. Click **Complete** in the upper-right hand corner and click **Next** to proceed to the next page.

Cruella de Vil
6007564162

Complete   ❮ Previous   Next ❯

UT Tyler Policies and Resources - Employee Resources

Please review the following resources which will be helpful during your employment with the University of Texas at Tyler (UT Tyler). All of these resources are found on the UT Tyler website, www.uttyler.edu.

CAMPUS EMERGENCY GUIDELINES

In the event of an immediate emergency, please call UT Tyler University Police Department at 903-566-7300. You may find other emergency guidelines at:

https://www.uttyler.edu/safety/emergency-guide/?r=/safety/emergency-guide.php

PARKING PERMIT INFORMATION

Parking permits are required to park on the UT Tyler campus. You may purchase your parking permit at https://www.uttyler.edu/police/parking.php. If you have any questions or need assistance, please contact parking@uttyler.edu.

23.   Review the Compliance Training Notice. Click **Complete** in the upper-right hand corner and click **Next** to proceed to the next page.

Cruella de Vil
6007564162

Complete   ❮ Previous   Next ❯

UT Tyler Policies and Resources - Compliance Training Notice
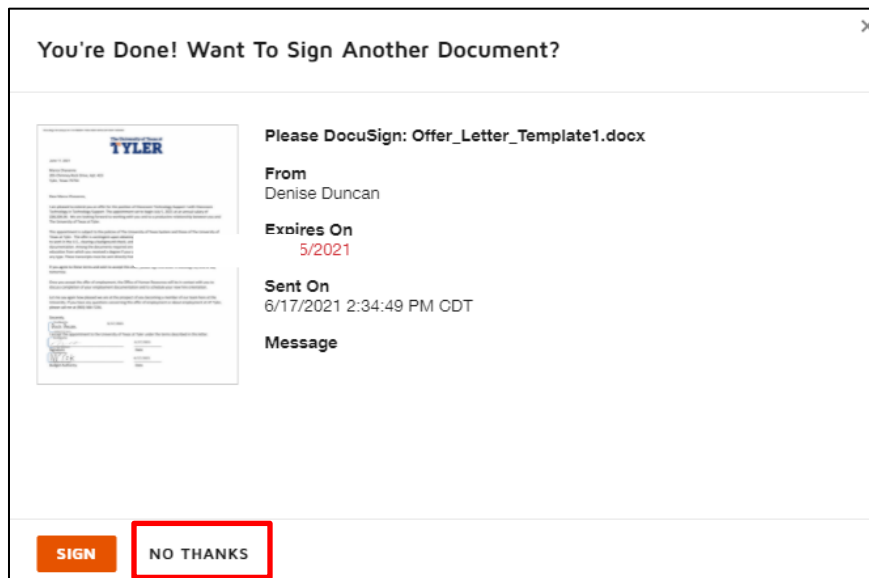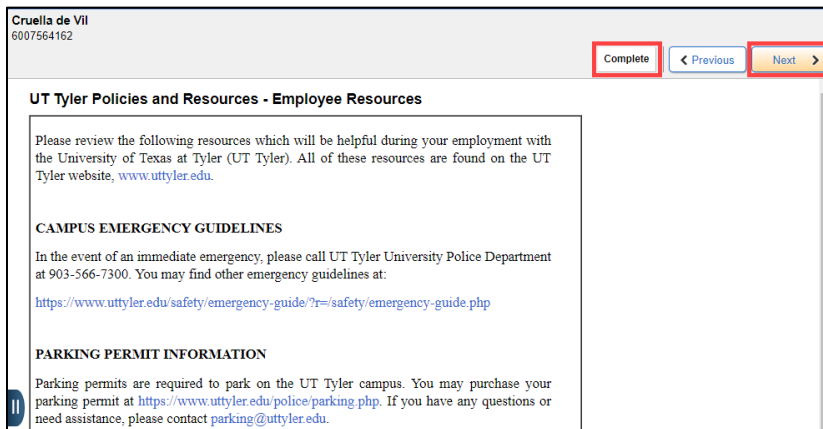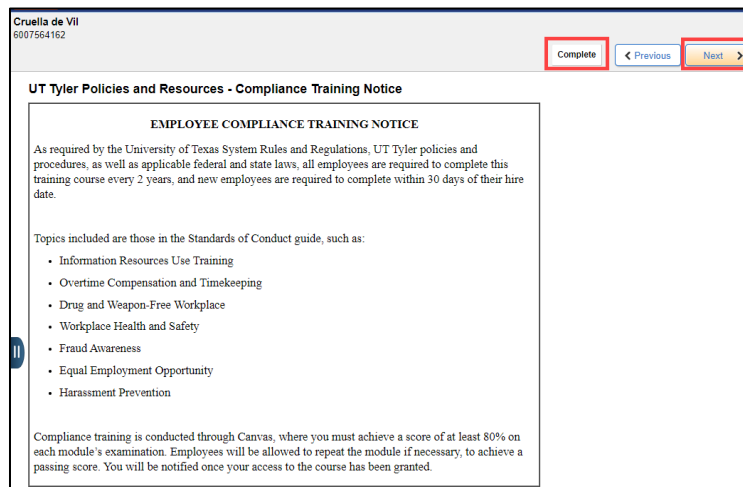
EMPLOYEE COMPLIANCE TRAINING NOTICE

As required by the University of Texas System Rules and Regulations, UT Tyler policies and procedures, as well as applicable federal and state laws, all employees are required to complete this training course every 2 years, and new employees are required to complete within 30 days of their hire date.

Topics included are those in the Standards of Conduct guide, such as:

- Information Resources Use Training
- Overtime Compensation and Timekeeping
- Drug and Weapon-Free Workplace
- Workplace Health and Safety
- Fraud Awareness
- Equal Employment Opportunity
- Harassment Prevention

Compliance training is conducted through Canvas, where you must achieve a score of at least 80% on each module's examination. Employees will be allowed to repeat the module if necessary, to achieve a passing score. You will be notified once your access to the course has been granted.

24.   Review the Required Employee Notices and Important Reminders. Click **Complete** in the upper-right hand corner and click **Next** to proceed to the next page**.**
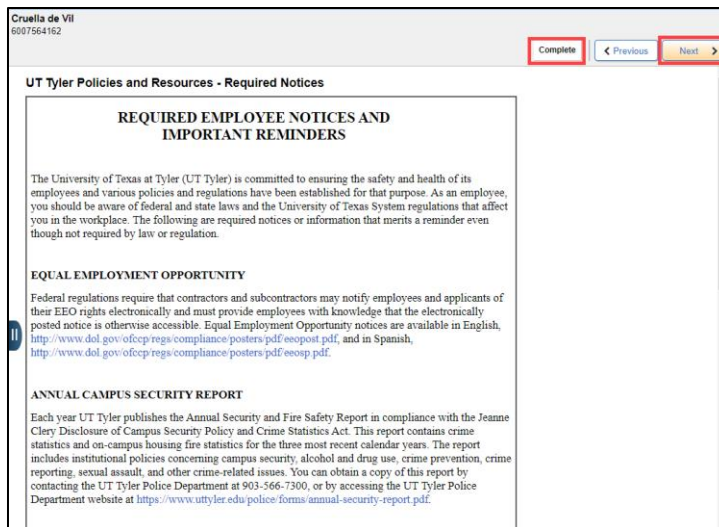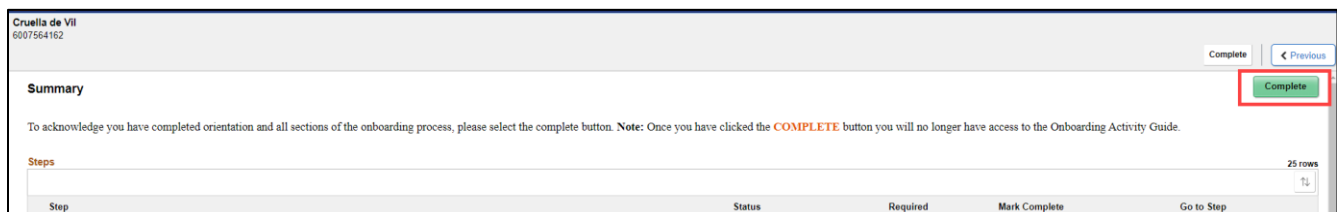
Summary

The last screen is the Summary page. This will show you the status of each step in the onboarding guide.

If you need to go back to a specific section, use the **Go to Step** button.

Once all sections have been Marked Complete, you have finished your onboarding process. Click the **Complete** button in the upper right-hand corner to submit your onboarding activity guide.

You will no longer have access to the Onboarding Tile after final submission.

Please contact your Human Resources office if you need assistance.

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