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| 1.   | Bring I-9 Proof of Eligibility and Identification documentation | • You will be required to show proof that you are eligible to work in the United States.  
• If you are a U.S. citizen, acceptable documents are found on the I-9 Form.  
• If you are not a U.S. citizen, bring your Visa or Work Permit documentation.  
• Your Manager or Job Requisition Coordinator will review these documents with you. | • Supervisor/Job Requisition Coordinator  
• Service Center (1-888-894-4747) | ☐ |
| 2.   | Complete Section I of the I-9 Form | • Please read all instructions before completing form.  
• Print form.  
• Complete Section I of the I-9 Form on your first day and give the form to the person getting you set up on your first day of work (this could be your new manager or a job requisition coordinator). | • Supervisor/Job Requisition Coordinator  
• Service Center (1-888-894-4747) | ☐ |
| 3.   | Review available health benefits | • Select the links below to read information on your health benefits:  
  o New Employee Benefits Information  
  o New Employees Benefits Guide | • ERS Website  
• Service Center (1-888-894-4747) | ☐ |
| 4.   | Complete benefit election forms | • Complete the appropriate benefit election form(s):  
  o For new employees who are not Return-to-Work Retirees: You must complete and print the Benefits Election Form (if applicable) the Dependent Child Certification Form. Should you elect optional benefits, it is assumed that optional benefits will be effective on your first day of employment, unless you designate that you wish optional coverage to begin the first of the following month. In addition, if you wish to contribute to a TexFlex Health Care and/or Day Care Flexible Spending Account, complete and print the TexFlex Enrollment/Change Form.  
  o For new employees who are Return-to-Work Retirees: you must complete the Benefits Election Form for Return-to-Work Retirees and the Dependent Child Certification Form. You will use this form to indicate whether you wish to have health and optional benefits as a retiree or active employee, and whether you wish to contribute to a TexFlex Health Care and/or Day Care Flexible Spending Account.  
• Sign the form(s), make a copy for yourself (you’ll need this copy to enroll your benefit selection in ERS online), and provide the original to the person getting you set up on your first day of work.  
  Note: You have 31 days from your date of hire to enroll in the Optional Benefits and must do so online in order to have the Optional Benefits effective on your hire date. You must indicate your intention to enroll on your first day by completing the Benefits Election Form. | • Service Center (1-888-894-4747)  
• ERS Website | ☐ |
### Employee Checklist - New Hire/Rehire Employees

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| 5.   | Additional Optional Benefit | You may also enroll in a Texa$aver 401(K) or a 457- deferred compensation account. For more information, visit the Texa$aver website or call Empower Retirement at (800) 634-5091.  
   o **Note for new employees:** One percent of your monthly salary will be automatically deducted from your pay and is invested in a Texa$aver 401K retirement account, unless you choose within 30 days following your hire date to stop this deferral before it is invested by contacting Empower Retirement.  
   o **Note for interagency transferring employees:** If you have a current Texa$aver plan with your previous state agency, you must contact Empower Retirement if you wish to re-establish your contributions. If you have a 401(k) or 457 loan, you must contact Empower Retirement, or your loan will default. | • Texa$aver Website | ☐ |
| 6.   | Complete additional new hire forms | • Complete and give the following form to your manager:  
   o **Acknowledgement by New Employee Form (HR0312)**  
   o **Note:** Review the following attachments prior to signing Form HR0312:  
   o Political Aid and Legislative Influence Prohibited (HR0312-1)  
   o Prohibition Against Use of Alcoholic Beverages (HR0312-2)  
   o Standards of Conduct (HR0312-3)  
   o Civil Rights – Nondiscrimination (HR0312-4)  
   o Destruction of State Property (HR0312-5)  
   o Drug-free Workplace (HR0312-6)  
   o Post-Employment Restrictions (HR0312-7)  
   o Workers’ Compensation Health Care Network Information (HR0312-8)  
   • If you have prior state service, you will need to complete and give the following forms to your manager:  
   o Prior State Service Employment Form (HR0112); and/or  
   o Benefit Replacement Pay (BRP) Form (HR0705). | • Supervisor/Job Requisition Coordinator  
• Service Center (1-888-894-4747) | ☐ |

#### [Following Day Steps]

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| 1.   | Logon to the CAPPS Website | • After you have received your Employee ID from your Manager or Job Requisition Coordinator, logon to the Centralized Accounting and Payroll/Personnel System (CAPPS) website. You will be taken to the Comptroller of Public Accounts (CPA) acknowledgement screen. Read the Restricted Government System warning and click on the I Agree button. You will then be taken to the CAPPS login screen. Click the Logging in for the first time link.  
Be sure to ask your Manager or Job Requisition Coordinator for password instructions on how to log into the Interactive Voice Response (IVR) phone system when contacting the Service Center for the first time. | Service Center (1-888-894-4747) | ☐ |
| 2.   | Take Training Courses | • After logging into CAPPS, locate the Employee Self-Service section in the left navigation menu, select My Training. You will then see several menu options related to training, including My Required Training Report and My Learning.  
Click My Learning. From the “My Learning” page, launch and review online training courses. You must complete the following courses within 30 days:  
   o Civil Rights Training  
   o HHS Information Security/Cybersecurity Training | • Service Center (1-888-894-4747)  
• My Training User Guide | ☐ |
**Employee Checklist - New Hire/Rehire Employees**

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| 3.   | Complete additional personal and pay information | After logging into CAPPS, navigate to the Employee Self-Service section in the left navigation menu.  
   o To review and verify your personal information, select the My Profile link. Click View My Personal Information. Once reviewed and verified, click Home to return to the CAPPS homepage. | • Service Center (1-888-894-4747)  
• My Profile User Guide  
• My Pay User | □ |

*Note:* It is recommended that you also complete the course below. To locate the course, select the **My Training** link, then click the **Search Catalog** option in the menu. Enter ‘CAPPS’ in the ‘Search by keyword or City’ field. Several course options will appear. Select:

- **Introduction to CAPPS for Employees (HHS 102)**

- While logged into CAPPS, navigate to System Training Solutions website to complete the courses below within the first 30 days of employment. **Note:** This link can only be accessed from HHS-networked computers. To access the link through CAPPS, locate the Learning/Training section in the center navigation menu, click on the System Training Solutions link (only accessed from HHS network computer). The System Training Solutions page appears. Once you select your agency and enter the requested information, a list of training courses appears. Select the appropriate link to launch and complete each required training:
  - Employee Time Labor and Leave
  - Employee Safety and Security Awareness
  - Privacy Training Including HIPAA
  - Be the One in the Fight Against Human Trafficking
  - Labor Account Code Training (for DSHS employees ONLY)
  - Managing Employee Performance and Conduct Issues (for employees who are managers/supervisors)

- If you are a DSHS employee, complete the agency required FEMA Training (on the DSHS Train Texas website) within the first 6 months of your employment.

- Complete the applicable Ethics course (either Ethics for Contracting and Procurement Personnel or Ethics for HHS Employees) on the System Training Solutions website within the first 60 days of employment. **Note:** The System Training Solutions link can only be accessed from HHS-networked computers. To access the link through CAPPS, locate the Learning/Training section in the center navigation menu, click on the System Training Solutions link (only accessed from HHS network computer). The System Training Solutions page appears. Once you select your agency and enter the requested information, a list of training courses appears. Click on the link to the Ethics course included in the list (either Ethics for Contracting and Procurement Personnel or Ethics for HHS Employees). **Note:** Only one course option will appear in the list.

- If you are a manager/supervisor with direct reports (including delegates), before a job audit request is submitted, you must complete the instructor led Job Descriptions and Audit Training (course number WRI0030) before your first job audit request is submitted.
Employee Checklist - New Hire/Rehire Employees

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| 4.   | Logon to the ERS website and elect your benefits                        | • Once you receive the email notification to log on to the ERS Online Website, refer to your completed copy of the Benefits Election Form to elect your health coverage and optional benefits.  
  o Your health coverage will be effective the first day of the month following the 60-day waiting period. If the 60th day of employment falls on the first of the month, coverage will begin that day.  
  o You will need your social security number to login to the ERS Online Website (New Hire). Rehired employees should use your current password.  
  o If you are unable to login, contact the Service Center.  
  Notes:  
  o You must enroll in health benefits by 8 pm on the day you are first notified to logon to ERS in order for benefits to be effective on the 1st of the month. If you enroll after this deadline, your benefits will be delayed. For more information, contact the Service Center.  
  o Remember to select your beneficiaries. See Update your Beneficiaries. | • ERS  
• Service Center (1-888-894-4747) | ![ ] |

For additional information and resources, visit the HHS New Hire webpage at [https://hhsconnection.hhs.texas.gov/hr/new-hires](https://hhsconnection.hhs.texas.gov/hr/new-hires).