

Employee Checklist - New Hire/Rehire Employees

Step	Activity	Description	Go here for help...	Status
[Before the First Day]				
1.	Completing the Acceptable Use Agreement Form	<p>If instructed by your supervisor or job requisition coordinator:</p> <ul style="list-style-type: none"> • Check your personal email for a letter entitled “Request to sign agreement AUA” from “IdentityManager.” • Click on the provided link and complete on-screen instructions to complete and electronically sign the HHS Acceptable Use Agreement (AUA). 	<ul style="list-style-type: none"> ○ Supervisor/Job Requisition Coordinator 	<input type="checkbox"/>
[First Day Steps]				
1.	Bring I-9 Proof of Eligibility and Identification documentation <i>Note: This step only applies if you are a new employee or are a rehired employee and have had a break in service.</i>	<ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ○ Supervisor/Job Requisition Coordinator ○ Service Center (1-888-894-4747) 	<input type="checkbox"/>
2.	Bring proof of veteran status (optional)	If applicable and not already provided, bring proof of veteran status (DD214, Certificate of Release or Discharge from Active Duty) if you identified as a veteran on your application, or if you failed to self-identify on the application but would like to correct this disclosure.	<ul style="list-style-type: none"> • HHS HR Veteran/Military Liaison 	<input type="checkbox"/>
3.	Complete Section I of the I-9 Form	<ul style="list-style-type: none"> ○ 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). 	<ul style="list-style-type: none"> ○ Supervisor/Job Requisition Coordinator ○ Service Center (1-888-894-4747) 	<input type="checkbox"/>
4.	Review available health benefits	<ul style="list-style-type: none"> ○ Select the links below to read information on your health benefits: <ul style="list-style-type: none"> ○ New Employee Benefits Information ○ New Employees Benefits Guide 	<ul style="list-style-type: none"> ○ ERS Website ○ Service Center (1-888-894-4747) 	<input type="checkbox"/>
5.	Complete benefit election forms	<ul style="list-style-type: none"> ○ If you want to enroll in benefits coverage, complete the appropriate benefits election form(s): <ul style="list-style-type: none"> ○ <i>For new employees who are NOT Return-to-Work Retirees:</i> You must complete the Benefits Election Form, and if applicable, the Dependent Child Certification Form. <ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ○ Service Center (1-888-894-4747) ○ ERS Website 	<input type="checkbox"/>

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		<p>contribute to a TexFlex Health Care and/or Day Care Flexible Spending Account, complete and print the TexFlex Enrollment/Change Form.</p> <ul style="list-style-type: none"> ○ <i>For new employees who ARE Return-to-Work Retirees:</i> you must complete the Benefits Election Form for Return-to-Work Retirees and, if applicable, the Dependent Child Certification Form. You will use these forms 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 or save a copy for yourself, and provide the original to the person getting you set up on your first day of work. This individual will submit your forms to the HHS benefits coordinator (HHS Employee Service Center). The service center will enroll you in the benefits programs you selected on your forms. <p>Note: <i>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 or the Benefits Election Form for Return-to-Work Retirees.</i></p> <ul style="list-style-type: none"> ○ Within five business days of receiving your benefits enrollment forms, the service center benefits team will email you a confirmation of enrollment notification. ○ The notification will include instructions on how to log on to the ERS Online portal to verify your enrollment. Refer to your completed copy of the Benefits Election Form, Dependent Child Certification Form (if applicable), and TexFlex Enrollment/Change Form (if applicable) to make sure your health coverage and optional benefits were entered correctly. 		
6.	Additional Optional Benefit	<p>You may also enroll in a TexaSaver 401(K) or a 457- deferred compensation account. For more information, visit the TexaSaver website or call Empower Retirement at (800) 634-5091.</p> <ul style="list-style-type: none"> ○ Note for new employees: <i>One percent of your monthly salary will be automatically deducted from your pay and is invested in a TexaSaver 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.</i> ○ Note for interagency transferring employees: <i>If you have a current TexaSaver 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.</i> 	<ul style="list-style-type: none"> ○ TexaSaver Website 	<input type="checkbox"/>

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7.	Complete additional new hire forms	<ul style="list-style-type: none"> ○ Complete and give the following form to your manager: <ul style="list-style-type: none"> ○ Acknowledgement by New Employee Form (HR0312) Note: Review the following attachments prior to signing Form HR0312 (Note: These links can only be accessed from a device connected to the HHS network): <ul style="list-style-type: none"> ▪ Political Aid and Legislative Influence Prohibited (HR0312-1) ▪ Prohibition Against Use of Alcoholic Beverages (HR0312-2) ▪ Standards of Conduct (HR0312-3) ▪ Civil Rights – Nondiscrimination (HR0312-4) ▪ Destruction of State Property (HR0312-5) ▪ Drug-free Workplace (HR0312-6) ▪ Post-Employment Restrictions (HR0312-7) ▪ Workers' Compensation Health Care Network Information (HR0312-8) ○ If you are being hired into a temporary position, you will need to complete and give the following form to your manager: <ul style="list-style-type: none"> ○ Temporary Employment Agreement (HR0301) ○ If you have prior state service, you will need to complete and give the following forms to your manager: <ul style="list-style-type: none"> ○ Prior State Service Employment Form (HR0112); and/or ○ Benefit Replacement Pay (BRP) Form (HR0705). 	<ul style="list-style-type: none"> ○ Supervisor/Job Requisition Coordinator ○ Service Center (1-888-894-4747) 	<input type="checkbox"/>
8.	Sign up for Multi-Factor Authentication (MFA)	<p>Sign up for Multi-Factor Authentication (MFA) (Required for All Office 365 (O365) and Virtual Private Network (VPN) Users). Note: The purpose of MFA is to add another layer of security to protect VPN services and when away from the office using O365 applications such as Teams, SharePoint and Outlook Web Access.</p> <ul style="list-style-type: none"> • Sign up for MFA using a personal computer or cell phone prior to picking up any state-issued laptop or accessing VPN and applications. • Open How to Register for MFA (PDF) and visit MFA webpage for other helpful information like how to use MFA and how to change your authentication information. 	IT Help Desk 7 a.m.-7 p.m. (CST), Mon.-Fri. 855-435-7181 512-438-4720	<input type="checkbox"/>
[Following Day Steps]				
1.	Logon to the CAPPs Website	<ul style="list-style-type: none"> ○ After you have received your Employee ID from your Manager, Job Requisition Coordinator, or Hiring Specialist, 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 <i>Restricted Government System warning</i> 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. 	<ul style="list-style-type: none"> ○ Service Center (1-888-894-4747) 	<input type="checkbox"/>

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2.	Take Training Courses	<ul style="list-style-type: none"> ○ Complete the courses below within the first 30 days of employment. To access the courses, after logging into CAPPSS, navigate to System Training Solutions website to complete the courses below within the first 30 days of employment. Note: <i>This link can only be accessed from a device connected to the HHS network.</i> To access the link through CAPPSS, locate the Learning/Training section in the center navigation menu, click on the System Training Solutions. 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: <ul style="list-style-type: none"> ○ HHS Information Security/Cybersecurity Training ○ Civil Rights Training ○ Employee Time Labor and Leave ○ Employee Safety and Security Awareness ○ HHS Privacy Training ○ Be the One in the Fight Against Human Trafficking ○ Records Management at HHS ○ Labor Account Code Training (for DSHS employees ONLY) ○ 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. <hr/> <ul style="list-style-type: none"> ○ Complete the Ethics Training for HHS Employees on the System Training Solutions website within the first 60 days of employment. Note: <i>To locate the assigned Ethics course, log into CAPPSS, navigate in Employee Self-Service to My Training, then My Required Training Report.</i> ○ If you are a manager/supervisor, you must complete the Managing Employee Performance and Conduct Issues training on the System Training Solutions website (or the iLearn website for facility employees) within the first 30 days of employment. Note: <i>These links can only be accessed from a device connected to the HHS network.</i> ○ If you are a manager/supervisor, you must complete the CAPPSS Training Program for Managers on the System Training Solutions website (or the iLEARN website for facility employees) within the first 60 days of employment. Note: <i>These links can only be accessed from a device connected to the HHS network.</i> ○ If you are a manager/supervisor with direct reports (including delegates), before a job audit request is submitted, you must complete the Job Descriptions and Audit Training on the System Training Solutions website (or the iLEARN website for facility employees) before submitting your first job audit request. Note: <i>These links can only be accessed from a device connected to the HHS network.</i> 	<ul style="list-style-type: none"> ○ Service Center (1-888-894-4747) ○ My Training User Guide 	<input type="checkbox"/>

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3.	Complete additional personal and pay information	<p>After logging into CAPPS, navigate to the Employee Self-Service section in the left navigation menu.</p> <ul style="list-style-type: none"> ○ 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. ○ To review and complete the required pay information, select the My Pay link from the Employee Self-Service Section of the screen. Review and complete the information contained in each menu option, specifically the View/Edit Direct Deposit (if applicable), W-4 Tax Information and W-2/W-2c Consent menu options. 	<ul style="list-style-type: none"> ○ Service Center (1-888-894-4747) ○ My Profile User Guide ○ My Pay User Guide 	<input type="checkbox"/>

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