



Pre-Employment Process

Paperwork is a necessary component of the new employee orientation process. At the same time, it can be a stumbling block where the new hire feels overwhelmed by HR and other forms. In today's digital era, there are numerous tools, technology, and resources available that enable employees to complete needed paperwork *prior* to that all-important first day. The Office of Human Resources utilizes automatic notifications through the eJobs system and Dynamic Forms to collect the required paperwork from new employees.

eJobs Notifications

In the eJobs system, once a new contract has been approved and sent to Human Resources for process (HR for Processing), the system sends the below email to the hire.

Dear NAME

Congratulations on your new position at ETSU! Your hire for the position of has been approved with a scheduled start date on or after DATE.

New employees are required to complete the below listed paperwork **on or before their scheduled start date**. Forms may be completed in person at the Office of Human Resources or electronically at the following link: <https://www.etsu.edu/human-resources/df/preemployment.html>.

Please note: Supporting documents for the federal Form I-9 and the state Tennessee Lawful Employment Act (TLEA) must be valid and verified in person. Individuals are not authorized to begin work until the required paperwork has been received.

Remote employees who cannot complete the I-9 page 2 in person on or before their start date may be able to use an Authorized Representative near your location to process their I-9, please call 423-439-4457 for assistance.

1. **I-9 Form** Refer to the list of acceptable I-9 verification documents on page 3 of the I-9 form and the list of [TLEA Verification Documents](#) (the same document may be used to satisfy both requirements).
2. **W-4 Form.**
3. **Direct Deposit Form**
4. **Social security card** (for payroll purposes).
5. **Retirement Election Enrollment Forms** *Regular benefited employees only.* Retirement benefits for regular benefited employees begin day one (1). Please review the HR [Employee Retirement](#) webpage for details about retirement options and links to enrollment forms. Retirement enrollment forms should be returned to Human Resources no later than the end of the first week of employment.

Current or returning employees with less than one year break in service at ETSU, please contact our office to confirm what hiring paperwork is required.

Our office is located in Burgin Dossett Hall, Administration Building, Room 307. Click [here](#) for a campus map. Office hours are 8:00 am to 4:30 pm. If you are completing your paperwork in Human Resources, please allow additional time for processing. Contact Human Resources for more information.

If you have questions regarding the required paperwork or verification documents, please contact us at hr@etsu.edu or 423-439-4457.

Departments can see that this email has been sent in the hiring proposal history tab in eJobs.

Employees new to the University are required to complete all the listed forms. Returning or existing employees may not need to complete any paperwork and should contact HR for guidance. Hiring managers can also confirm what paperwork is needed on behalf of the employee. Please note, paperwork is not required prior to the new employee's first day, however, waiting for the first day of work to complete will delay access to university systems.

Hiring managers will receive the below notification:

You are receiving this email as the Hiring Manager for the {{hiring_proposal__organizational_unit}} department. Please forward this email to the new hire's supervisor (listed below).

Applicant Name:

Position:

Recommended Start Date:

Supervisor:

Pre-employment paperwork has been requested from the above hire. As the Hiring Manager, it is your responsibility to ensure the hire completes any required paperwork in a timely manner. Please see the [Recruitment and Hiring](#) webpage for details on how to track the status of a hiring proposal.

PLEASE NOTE: Paperwork is NOT considered complete until the hire has presented their employment authorization documents to Human Resources as per federal regulations. THE HIRE IS NOT APPROVED TO BEGIN WORKING UNTIL THE PRE-EMPLOYMENT PAPERWORK IS COMPLETED.

If a hire is unable to complete the required paperwork within 2 weeks of the recommended start date, the Hiring Manager MUST notify Human Resources regarding the delay or the contract WILL BE CANCELED.

An I-9 is required by the Immigration Reform and Control Act. In order to maintain compliance with federal regulations, the University requires that the I-9 be completed before an employee will be authorized to work. The I-9 is NOT complete until the new employee presents their ORIGINAL employment verification documents to Human Resources. *Supervisors that permit employees to begin working prior to being authorized to work may be personally liable for wages due during the period prior to formal approval being obtained. In the event of an audit, the hiring department will be responsible for any incurred penalties/fines imposed by the USCIS.*

Once an employee has completed the required pre-employment paperwork and their contract has been processed, they will receive the below email:

Dear NAME:

Welcome to ETSU! The Office of Human Resources would like to take this opportunity to welcome you to East Tennessee State University. Here's some information to get you started:

- [Welcome Video](#)
- [Finding your Employee ID Number](#)
- [Parking Services](#)
- [ID Services](#)
- [Campus map](#)

The value of employment at ETSU goes far beyond salary. The official workday is from 8:00am-4:30pm, which includes a one-hour lunch/meal break. Temporary employees that work an average of 30+ hours per week are eligible to receive health benefits. Regular benefited ETSU employees enjoy a full range of benefits, services and programs including paid time off & leave, paid holidays, health and life insurance, retirement, access to University facilities and services and much more!

Regular benefited employees can begin the Benefit Enrollment process by reviewing the presentation from Partners for Health, detailing information on all benefits products https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/new_emp_pres_st_he_22.pptx and visiting the Partners for Health website for [New Employees](#).

Employees eligible for benefits will receive an additional email from your HR Coordinator with instructions on how to enroll. Remember, elections **must** be completed within 30 days of your first day of employment. Check out the [ETSU Human Resources Health Benefits](#) page or email hr@etsu.edu for additional information.

GO BUCS!

ETSU Office of Human Resources

New benefit eligible employees will be notified by an HR Coordinator about enrolling in benefits options. All new benefit eligible employees have 30 days from their start date to submit their elections. The enrollment process is an online process, however, employees that have questions or need assistance can request a meeting with their coordinator.

Coordinators will request that the employee complete their elections within their first 2 weeks of employment. If a new hire has not made elections within the first 2 weeks, the coordinator will send a reminder email to the employee and the Hiring Manager. A third and final request to complete benefit elections will be sent 3 days prior to the 30-day deadline for the employee.

Any employee that misses their initial eligibility window will need to wait for annual enrollment to make elections.

International hires:

International hires are required to complete GLACIER paperwork before they will be paid. **To be authorized to work, a new hire must show proof of eligibility to work.** GLACIER is tax-related paperwork. This will be completed in place of a W-4. GLACIER is managed by Tax Compliance.

In eJobs, an international hire will receive the following notification prior to their contract getting processed:

Welcome to ETSU. I created an account for you in GLACIER, our online tax compliance system, and the system should have already sent you an email from support@online-tax.net. Please create a GLACIER account and answer the questions. Once you have entered the information, please save the forms as a .pdf, sign them, and forward to me through email. I will also need a copy or photograph of any immigration documents.

Please go to <https://www.etsu.edu/bf/auxiliaries/natc/appointment.php> if you wish to make an appointment for assistance completing the GLACIER paperwork. Our meetings are in person at this time. You may request a zoom meeting if you feel more comfortable or cannot visit our office in person.

Please let me know if you have any questions. GLACIER must be completed/updated with each new employment contract. Thank you for your prompt attention to this matter to ensure that your paperwork is not delayed, therefore delaying your paycheck.

Understanding HR workflow states in eJobs:

eJobs Hiring Proposal Workflow States				
Type of Hire	Workflow State	What it Means	What Happens	TIPS
Regular Hires	Personnel	Contract Sent to Hire for signature	Contract reviewed, sent electronically to Employee for Signature	* Hiring Managers can view the signed contract in the Hiring Proposal;
	HR-Pre-employment	Contract Signed, Hiring Paperwork Needed	* Automatic email to hire to complete hiring paperwork via Dynamic Forms; * New Hires must present employment verification documents at HR before paperwork is considered complete	* Hiring Managers will see Dynamic Forms links on the Hiring Proposal summary page under Hiring Proposal Documents when the employee has completed the required hiring paperwork;
	Hire Approved- HR for Processing	Pre-employment paperwork completed, Contract ready for HR Processing	* Contract processed by HR- new Employee record created in Banner;	* Hiring Proposals will not be marked as Hired until processed by Human Resources; * HR processing will create the new employee's E#, access to email will be available the next day. * New Employee approved to begin working.
	Payroll	Contract Processed by HR, sent to Payroll for Final Processing	* Automatic email to Payroll for Job record creation; * Automatic email to Hiring Managers that hire is approved and ready to work;	* Payroll processing will create the new employee's job record, this will create the employee's timesheet in TRS.
	Hired	Hire Complete	* Automatic email to employee about how to get a parking permit, ID, and benefits enrollment.	
Temporary Hires	Human Resources	Contract Sent to Hire for signature	Same as above	Same as above
	HR-Pre-employment	Contract Signed, Hiring Paperwork Needed		
	HR for Processing	Hiring Paperwork Received, Ready for HR Processing		
	Payroll	Contract Processed by HR, sent to Payroll for Final Processing		
	Hired	Hire Complete		

Distance hires:

The University may designate an authorized representative to fill out Forms I-9 on behalf of the Office of Human Resources, including personnel officers, foremen, agents or notary public. The Department of Homeland Security does not require the authorized representative to have specific agreements or other documentation for Form I-9 purposes. If an authorized representative fills out Form I-9 on behalf on the employer, the employer is still liable for any violations in connection with the form or the verification process.

When completing an I-9 Form, the employer or authorized representative must physically examine, with the employee being physically present, each document presented to determine if it reasonably appears to be genuine and relates to the employee presenting it. Reviewing or examining documents via webcam is not permissible.

Employees needing to present documents at a location other than the Office of Human Resources should reach out to HR to make arrangements to present their pre-employment documents to an authorized HR representative. Practice requires employees within a 2-hour radius to present documents to the Office of Human Resources.

Please note, it can take time to make these arrangements. Best practice would be for Hiring Managers to notify Human Resources in advance of a need to complete an I-9 at a different location.