

**BUSINESS  
SERVICE CENTER**

**UNT | SYSTEM™**

*Shared Services. Shared Success.*

# New Employee Onboarding

Preparing for Day 1 Readiness

# The Mission

As the UNT System transitioned the HR function to a Shared Services model, we had a need to provide continuity of services in an environment where work was done remotely

- Create an onboarding process that eliminated the need for face to face, time consuming meetings
- eliminate paper
- Leverage technology
- Prepare employees to be Day 1 Ready.

# The Challenges

- Missing and/or incorrect paperwork
- Incomplete, incorrect or no I-9 documents
- No tracking of new employee required notices
- No centralized messaging
- Overall Compliance problems
- Up to 2 weeks of lost productivity due to delays in security access

# The Results

- Totally paperless process
- 100% Compliance
- Electronic Recordkeeping
- Day 1 Readiness
- \$1,000,000/year in savings

# New Employee Onboarding



## New Employee Welcome Center

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Email questions about this service to: [bsc@untsystem.edu](mailto:bsc@untsystem.edu)  
or call Toll-Free 1-855-868-4357

## New Employee Welcome Center

▷ **Step 1 - Welcome Aboard**

Step 2 - Required Forms

Step 3 - Policies, Information, and Notices

Step 4 - Employee Benefits

Step 5 - Payroll, Leave, and Holidays

Step 6 - Parking



Welcome to the University of North Texas! You are an important addition to our team and we look forward to a productive and mutually fulfilling time together. We are a major public research university deeply committed to advancing educational excellence and preparing students to become thoughtful, engaged citizens of the world.

As a new member of our great community, our goal is to create a positive transition for you. We invite you to click on the links above, where you can access your new hire information and resources that answer the most common questions new employees ask. Please complete all steps prior to your first day of employment.

The road ahead is paved with the promise of greatness. We're thrilled to have you join us on our journey to cultivate excellence!

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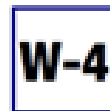
Save and Finish Later

## New Employee Welcome Center

Required Forms



Step 1: Personal Information



Step 5: W-4 Tax Information



Step 2: Complete and Submit I-9



Step 6: Consent to Electronic W-2



Step 3: Direct Deposit



Step 7: Prior Texas State Agency Service  
(if applicable)



Step 4: Privacy Elections

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## New Employee Welcome Center

Policies, Information, and Notices

**OATH OF STATE OFFICE AND STATE CONSTITUTIONAL REQUIREMENTS:** I affirm that I will faithfully execute the duties of the position(s) to which I have been/will be assigned at UNT or UNT System, an Institution of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State. I further affirm that I have not directly or indirectly paid, offered, or promised to pay, contributed, or promised to contribute any money or valuable thing, or promised any public office of employment, as a reward to secure my appointment or confirmation thereof. I affirm that I am not receiving salary or compensation as agent, or appointee for, or hold, more than one office or position of honor, trust, or profit under this State of the United States, except as prescribed by the Constitution of Texas.

**INFORMATION SECURITY AGREEMENT:** I am aware that the information security policies and procedures for the are available at <http://www.unt.edu/ccadmin/security>. When using the University's automated information systems, I agree to abide by these policies and procedures, and to seek training as necessary in order to fully understand and fulfill my responsibilities. I understand that certain information is confidential and is intended for use only at my UNT System workplace. I accept the responsibility to protect this information as described within the Family Education Rights and Privacy Act, the Texas Public Information Act, and the information security policies and procedures of UNT System components.

**NEPOTISM REQUIREMENTS:** I affirm that I am not related within the third degree by consanguinity or the second degree by affinity to any member of the Board of Regents.

**SELECTIVE SERVICE REGISTRATION AGREEMENT:** My signature below indicates that I have been informed of the requirement for eligible males ages 18-25 to be registered with the U.S. Selective Service System upon employment with the State of Texas, and that if eligible; I have already or will immediately register with Selective Service. Failure to register will result in termination from employment.



**Notices**

**Policies**

**Workers' Compensation**

By clicking this box, I certify that I have reviewed all documentation provided to me through this onboarding process. I certify that all information I have provided is current and accurate to the best of my knowledge.

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## New Employee Welcome Center

### Benefits

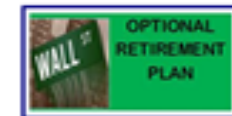
**INSURANCE BENEFITS:** The Employees Retirement System of Texas (ERS) manages your insurance benefits under the Texas Employees Group Benefits Program (GBP). You can sign up for most benefits right away, no questions asked. Full-time employees are automatically enrolled in health insurance at no cost after a waiting period. The effective date for health insurance is the first of the month following the 90th day of employment. All other benefits such as dental, life, etc. must be elected within the first 30 days of employment.



**RETIREMENT and SAVINGS PLAN BENEFITS:** All regular employees are required to participate in the Teacher Retirement System (TRS) unless you have previously retired from this system. You will also participate in both Social Security. TRS is a defined benefit plan meaning retirement annuities are based on years of service, average of highest three or five year fiscal year salaries and age at time of retirement.

An Optional Retirement Program (ORP) is available for full-time faculty and certain administrative employees in lieu of the Teacher Retirement System (TRS). TRS is the default retirement plan for all employees. Employees eligible for ORP have 90 days from the date of employment to make a one-time choice to relinquish membership in TRS and become a participant in the ORP. The decision to participate in TRS or ORP is extremely important because this is a one-time irrevocable election. The ORP is a defined contribution plan purchased by the member to which the State makes contributions. Benefits are based on the accumulated contributions and interest in the member's account. Vesting occurs after one year and one day of participation..

In addition to retirement plans, all employees may also contribute to a voluntary retirement savings plan. Available plans include both a 403b and a 457b. These plans are meant to supplement your regular retirement through TRS/ORP. Neither plan receives a state contribution. The 457 plan is administered by the ERS and the 403b plan is administered by the UNT System. To enroll in a savings plan click on the 403b or 457 button and create your account.



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## New Employee Welcome Center

Payroll, Leave, and Holidays

### **Payroll Information**

Payrolls are issued on the first working day of each month and, for semimonthly employees, on the 15th of each month. If the first working day or the 15th falls on a holiday, Saturday, or Sunday, the University payday moves to the work day following. Most regular employees, including faculty, are paid monthly. Your supervisor will notify you if you are to be paid semi-monthly.

### **Leave Information**

Paid holidays and leaves with pay for sickness, military duty, emergencies, fitness, and jury duty are benefits granted to all regular faculty and staff. Faculty on nine (9) month contracts do not accrue annual vacation leave. Vacation leave will accrue but cannot be used until you have completed 6 months of continuous state employment.

#### **Holiday Schedule**

HSC 2011-2012

Labor Day

September 05, 2011

Thanksgiving Day

November 24, 2011

Thanksgiving Holiday

November 25, 2011

Winter Holiday

December 22, 2011 - December 30, 2011

Martin Luther King, Jr. Day

January 16, 2012

University early closure noon

April 06, 2012

Memorial Day

May 28, 2012

Independence Day

July 04, 2012

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## New Employee Welcome Center

Congratulations, you're done!

If you wish to view or make changes to your personal information, please access the Human Resources tab within myHSC. Go to [myHSC](#) and sign in using your EUID and password.

We Want Your Feedback



Take our  
**Customer  
Survey**

**WELCOME**

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# Questions?

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