



Quick Tips

For more detailed explanations refer to the End User Manual

<http://www.depts.ttu.edu/afism/portalpages/references/hrmanual/HRcover.htm>

Hiring a New Employee

This process is for any new employee: Faculty, staff, student or temporary. Once applicant has cleared the background screening process:

- Department will complete the **Initial New Hire Bio**. This information will be needed to complete ePAF.
- Department ePAF originator will initiate PAF.
- Route ePAF for approval (Local HR required for Regional Centers).
- Complete checklist and register for New Employee Orientation (temporary employees and student assistants do not go through NEO).
- All employees must complete an Initial packet in their first three days of employment (if their start date is other than an NEO date or they are a temporary employee or student assistant). (Help with wording here)
- Request position to be closed on TechJobs.