Welcome to Stephen F. Austin State University! We are happy that you have become part of the SFA family. Our goal in the Human Resources (HR) Department is to provide you with a smooth transition into your new position.

Early Computer/System Access: In order to make your transition easier in the weeks prior to the semester start, you may gain early access to the computer system. If you would like to take advantage of this opportunity, feel free to stop by the Human Resources Office Suite located on the 2nd Floor of the Austin Building, Suite 201 between 8:00 A.M. and 5:00 P.M. Monday through Friday. Please bring the documents listed in the **"What do I need to bring?"** section. You will be granted computer access once the items in the **"Checklist for Computer Access"** are completed.

What? **HR Orientation** is a mandatory information session for all newly hired or returning employees. **Topics covered include:** Welcome to SFA introduction, new employee resources, employee wellness, comprehensive overview of the insurance and retirement benefits, EEO, ethics, and safety presentations.

Where? **HR Orientation** will begin at the HR Office located on the **2nd Floor of the Austin Building, Suite 201**.

When? **You are welcome to attend an HR Orientation on any Monday in July or August.**
 Please note that while you are welcome to attend a Monday orientation, it will not be faculty-specific. To attend a faculty-specific orientation, please schedule to come to one of the following dates.

HR Orientation Date Options in **JULY and AUGUST**:	
Mondays, 9:00 A.M.-3:30 P.M.	
Faculty-specific HR Orientation Date Options in **AUGUST:**	
Tuesday 2:00 P.M. – 4:30 P.M.	**Friday** 9:00 A.M.- 11:30 A.M.
7th	**10th**
14th	**17th**
	24th

Checklist for Computer Access:

- ☐ Background check completed
- ☐ Paperwork completed at HR Dept.
- ☐ Approved EPAF (Created by Dept.)
- ☐ HR Orientation scheduled

Checklist for Completion:

- ☐ Attend HR Orientation
- ☐ Obtain Employee ID card
- ☐ Purchase Parking Pass
- ☐ Elect Insurance Benefits

How do I schedule to come to HR Orientation? Email or call Erik Santes at **santesef@sfasu.edu or 936-468-2304.**

How long does it take to obtain computer/system access? When the above Computer Access checklist is complete, system access is usually granted within 48 hours. Information will be sent to your department's administrative assistant.

Where do I park? If you do not have a permanent parking pass, please stop at the information building on Vista Drive to receive a temporary parking pass. Permanent parking passes will be available to order on mySFA after August 1st. For additional information, please click here.

Who can I contact if I have questions? Any questions regarding the steps or forms to complete should be directed to Erik Santes, santesef@sfasu.edu, Becky Garrett, garrettr@sfasu.edu, or Judy Eddings, eddingsjl@sfasu.edu, or at **936-468-2304**.

What do I need to bring for Computer Access and HR Orientation?

   a. **Identification:** Please see the list below for reference. HR must have *the **original, unexpired document(s)*** and may not accept faxed or scanned copies (per federal law).
   b. **Direct Deposit Account Information**: Please bring a voided check or both the routing number and account number to complete the Direct Deposit form that will be provided in your new hire packet.
   c. **Dependent Information:** Please bring birth dates, social security numbers, and full legal names as they appear on the social security cards for any dependents that you wish to be covered by insurance.

List A (Most Commonly Used)			
US Passport/ Passport Card	Permanent Resident Card	Foreign passport w/ temp I-551 stamp	Employment Authorization Document w/ photograph

OR

List B		List C
Driver's License		Social Security Card
Federal/State or Local ID card	AND	Birth Certificate (or Certified Copy)
School ID w/ Photo		Native American Tribal Document
US Military ID/Military dependent ID		US Citizen ID Card
Native American Tribal Document		Employment authorization issued by DHS

For a full list of acceptable documents, please go to the following link: Acceptable Documents

STEPHEN F. AUSTIN
STATE UNIVERSITY
Human Resources