

LUMBERJACKS MAKE GREAT FACULTY MEMBERS

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 HR Office Suite located on the 2nd Floor of the Austin Building, Suite 201 between 8:00 and 5:00 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.

Where

HR Orientation will begin at the HR Offices 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.	
<i>Faculty-specific</i> HR Orientation Date Options in AUGUST:	
Tuesday 9:00 A.M. – 11:30 A.M.	Friday 2:00 P.M.- 4:30 P.M.
1st	4th
8th	11th
15th	18th
-	25th

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](#)

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How do I schedule to come to HR Orientation? Call Erik Santes at **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.

Who can I contact if I have questions? Any questions regarding the steps or forms to complete should be directed to 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
Driver's License
Federal/State or Local ID card
School ID w/ Photo
US Military ID/Military dependent ID
Native American Tribal Document

AND

List C
Social Security Card
Birth Certificate (or Certified Copy)
Native American Tribal Document
US Citizen ID Card
Employment authorization issued by DHS

****For a full list of acceptable documents, please go to the following link: [Acceptable Documents](#)***