

03.201 Employee Affidavit and Other Requirements.

1. Purpose. To ensure that all System staff complete forms required as a condition of employment.

2. Employee Biographic Data and Employee Affidavit Requirements. All staff members are required by law, as a condition of employment, to execute an “Employee Affidavit.” This form acknowledges that the new employee has read and signed the “Oath of State Office” and has received:
 - a. a copy of Title 3, Subtitle C, Chapter 403, Subchapter L, Texas Government Code concerning accountability and responsibility for State-owned property;
 - b. a copy of Chapter 556, Texas Government Code, regarding political activities by state agencies and employees;
 - c. an AIDS Education pamphlet;
 - d. a copy of the System Administration policy on illegal drugs and alcohol;
 - e. a copy of the System Administration policy excerpts “Standards and Principles of Ethical Conduct,” “Dual Employment with the State,” and “Major and Minor Work Rules;”
 - f. a copy of “Information Security Issues for System Staff;”
 - g. a notice of the requirement to register with Selective Service prior to state employment; and
 - h. the New Faculty/Staff Orientation Notice

The Employee Biographical Data Form (HRM-1A) is the “Employee Affidavit” for all new staff members of the System. This form is available in the UNT University Human Resources Department. All new employees must complete this form in the employing department on the first day of their employment. The employing department is responsible for ensuring that the form is completed properly; that the employee’s name and social security number are correct; that all information requested is provided; and that the employee has signed the form. The employing department is also responsible for forwarding the form to the UNT Human Resources Department immediately.

3. Retirement Plan Requirements. All new retirement program-eligible employees must supply information required for the Teacher Retirement System of Texas. An individual who is an eligible administrator or professional must supply information for an Optional Retirement Plan if he or she has chosen this plan rather than Teacher Retirement. This information is obtained during UNT New Faculty/Staff Orientation, which all new regular employees must attend.
4. Social Security Number. All individuals must have a social security card and number before they can be employed and must complete a Tax Withholding Allowance Certificate (W-4 Form). The employing department is responsible for insuring that all new employees have a social security card and number and that the number and name on the card corresponds to the number and name they put on the W-4 Form. Note: In exceptional circumstances a new employee who is a non-citizen of the United States may be provided with a temporary identification number, but that number may only be used until the actual social security number is received. The department is responsible for ensuring that the actual number is reported to Payroll and Human Resources as soon as possible.
5. Identification and Work Eligibility Requirements. All employees must complete a Form I-9 and provide documents for inspection that establish their identity and work eligibility at the time of employment as required by the Immigration Reform and Control Act of 1986.⁸ The employing department is responsible for completing the Form I-9 for every employee. The completed original Form I-9 for each new employee and copies of documentation must be forwarded to UNT Human Resources, together with the initial payroll authorization for the employee. Updating and re-verification of the work authorization status for non-citizens may be required and are also the responsibility of the employing department.
6. Condition of Employment. No faculty or staff member of the University may receive any compensation for his or her services until these affidavits and other requirements have been executed.

