



Hello,

Here is a checklist to assist you during the onboarding process. If you have any questions, please reach out to Paula MacGeorge in Human Resources at [pmacgeor@msudenver.edu](mailto:pmacgeor@msudenver.edu)

To get you started as soon as possible the following will need to be completed before you begin working:

**Items to upload to Liquid Files - <https://secureshare.msudenver.edu/filedrop/~2BGelb>**

[Temporary Hourly Employee Packet](#)

I-9 Documents – These will need to be presented to HR in person no later than 3 days after your start date

Direct Deposit – If you wish to set up Direct Deposit payments, please upload either a voided check or banking letter

Resume

Transcripts (if applicable to the job position)

**Items to complete online**

Background check – An email from HireRight was sent to your email. Please follow the prompts and submit

I-9 Verification Form – Please complete the online I-9 Verification Form using the following link: <https://secure.i9.talx.com/preauthenticated/LoginCaptcha.ascx?Employer=17682>

Please be aware that until you have completed this checklist, your background check has been approved, and you have received a confirmation email from an HR Associate, you will not be able to start working.

If you have any questions, please reach out to Paula MacGeorge at [pmacgeor@msudenver.edu](mailto:pmacgeor@msudenver.edu)