



Employee Processing Acknowledgment

I acknowledge that I must complete

- TCU's Compliance Training within the first 30 days of employment

I acknowledge that I completed

- Personal Data Form
- I-9 Form to show identification and eligibility to work in the United States
- Hiring Authorization (nonexempt employees only)

I acknowledge that I received

- Staff Handbook (online- hr.tcu.edu)

I acknowledge that I may purchase

- Parking Permit(s)
- Athletic Ticket(s)

I acknowledge that I must make decisions about

- Medical/Dental Insurance
- Life Insurance/Supplemental Life Insurance
- Long-Term Disability (LTD) Insurance
- Tax-Deferred Annuities (Supplemental Retirement Annuities – SRA – 403(b))
- Flexible Spending Account (FSA)

I acknowledge that I understand

- I must enroll in the medical benefits within my first 30 days of employment. If I do not enroll within this time, I must wait until the next open enrollment period, for an effective date of the following January 1st.
- If I am an exempt employee, my pay period is structured on a monthly basis. Pay day is on the last working day of the month.
- If I am a nonexempt employee, my pay period is structured on a biweekly basis. Pay day is every other Friday.
- If a pay day falls on a Federal banking holiday, pay day is the preceding work day.
- I can make changes to my W-4 Form online for tax purposes

Signature:	Printed Name:	Date:
Human Resources Representative:		Date: