



Returning Employee Onboarding Checklist:

Below 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 pmacgeorge@msudenver.edu

The following will need to be completed before you can begin working:

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

- [PERA Information Form](#)
- Resume
- Transcripts (if applicable to the job position)
- Direct Deposit – If you wish to update direct deposit information on file, please upload either a voided check or direct deposit authorization form/letter. If there are no changes in your direct deposit you do not need upload any new documents.

Items to complete online - Verify with Human Resources if you need to complete

- Background check – If your background has expired, you will receive an email from HireRight
- I-9 Verification Form – You do not need to take this step unless HR has instructed you to do so. 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 a status of 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 contact Paula MacGeorge at pmacgeor@msudenver.edu