



July 2026 ETSU HR Newsletter

Welcome to the **Human Resources Monthly Newsletter**! Each month, we'll share important updates to keep you informed about Human Resources processes, policies, deadlines, training opportunities, and other HR news that may impact you and your department.



Voyager Training

Session 1: *Getting Started with Recruitment*

 **July 21** | Creating requisitions and processing temporary renewals/extensions

Session 2: *Completing the Recruitment Process*

 **July 28** | Moving applicants through the workflow and creating job offers

Register: [Employee Training](#)

New Hire I-9 Process Update

As a Tennessee public employer, East Tennessee State University (ETSU) is required by both federal and state law to verify the identity and employment eligibility of every individual hired, regardless of U.S. citizenship status.

Effective July 1, 2026, ETSU started completing this process through the federal E-Verify system. E-Verify is used in conjunction with the Employment Eligibility Verification (Form I-9) to confirm an employee's authorization to work in the United States.

The Office of Human Resources will work directly with each employee to complete the required Form I-9 and review the necessary documentation. This process will be more convenient for the new employees as we will be able to verify the documents via an online meeting or in person.

News You Can Use

- The 2027 **New Employee Onboarding Dates** have been posted: [Recruitment, Hiring, & Onboarding](#)
- We're excited to introduce a **new email resource for Time and Absence support!** Please direct all Time and Absence questions to **HRTIMEANDABSENCE@etsu.edu** to ensure a timely response.
- The **Educational Benefits Portal for Fall 2026** will open on or after August 1, 2026: <https://www.etsu.edu/human-resources/df/educationalbenefits.html>
- Supervisors will now receive one daily Voyager notification for time and absence approvals rather than multiple notifications throughout the day.
- We are excited to announce that several Voyager training guides have been updated. To find the latest version Recruitment Voyager training materials, including Quick Reference Guides (QRGs) for **creating a requisition, creating an offer, and processing temporary renewals/extensions**, can be found here: [Campus Representatives](#) . **Navigate to Training Materials** → **Human Resources**.

Quick Reminders

- Please remember to **complete all required employee offboarding steps** in accordance with ETSU policy to ensure a smooth transition when an employee separates from the university: [Employee Offboarding](#)
- The July 4th holiday should be entered in Voyager as a **Holiday** absence for Friday, July 3, 2026. Please use the **Absence/Leave Management** QRG for instructions: [Voyager Training](#). **Navigate to Voyager Training** → **Voyager 101 – Resources for All Employees** → **Absence/Leave Management** → **Submitting an Absence – Quick Reference Guide**.
- Volunteer Forms must be submitted in advance of a volunteer starting. If possible, at least 7 days prior to their first day. Background checks may be required. Please check with your HR Generalist.

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