

Sam Houston State University Human Resources

New Employee Checklist—Non-Exempt (Hourly) Student Employees

Employee Name: _____ SAM ID: _____ Hire Date: _____

Please complete all forms in blue or black ink only and copies must be single-sided.

❖ Denotes required documents that must be in Human Resources before the EPAF can be approved.

Human Resources cannot process an EPAF to Payroll without Jobs for Kats posting number and required documents. **Student employees cannot begin to work until: 1) clearance has been received, 2) student paperwork has been completed, 3) Human Resources has received all student paperwork, and 4) the student EPAF has been applied by Payroll.**

- _____ **Jobs for Kats** posting number: _____;
Must be included on the EPAF in accordance with [Human Resources Policy E-7](#).
- _____ ❖ **New Employee Checklist** is complete. **Original** of New Employee Checklist and ❖ required documents to HR.
- _____ ❖ [The State of Texas Application for Employment](#) (accessible through Jobs for Kats)
- _____ ❖ [Pre-Offer Veteran Self-Identification Form](#) accessible through Jobs for Kats. (*SAM ID handwritten on top of pages*)
- _____ ❖ [Voluntary Self-Identification of Disability](#) this form should be completed **once** when applying for the position and **once** after accepting the position. **Both copies** will be submitted to HR. (*SAM ID handwritten on top of pages*)
- _____ ❖ [DPS Computerized Criminal History \(CCH\) Verification form](#) is completed and submitted to Human Resources to begin the Criminal Background Check and receive clearance **before** offer of employment is made and completing additional new hire paperwork. Background check is in accordance with [HR Policy ER-9](#).
- _____ ❖ Printed email of DPS Computerized Criminal History (CCH) **results**
- _____ ❖ [U.S. Selective Service Registration](#), if applicable – **Male** applicants aged 18-25 are required to present proof of registration at the time of the job offer. The required proof must be attached and forwarded to Human Resources. You can find more information about U.S. Selective Service Registration [here](#).
- _____ ❖ **International Student**, if applicable. *EPAF creator must include International Programs and the Payroll Tax Specialist in the EPAF routing queue. *International Student must contact the Tax Specialist in the Payroll Office (936-294-3249) located in the College of Humanities and Social Sciences (CHSS), Suite 420 to complete necessary tax document(s) and provide current I-20, Visa, I-94, Passport, and Social Security Card to complete the payroll process to be paid.
- _____ ❖ **Social Security Card** – Attach copy of social security card.
- _____ ❖ [Employee Statistical Data Sheet](#) (Revision 11/2015)
- _____ ❖ [Employee Notification of State and Federal Legislation and Human Resources Information Acknowledgement Form](#) is complete and copy attached (first page only). Second page provided to student (Form revised 07/2014)
- _____ ❖ [Mandatory Workers' Compensation Network Acknowledgment Form](#) is complete. (Revision 08/05/2014)
- _____ ❖ **Form I-9 - PDF** and Form I-9 Instructions - [PDF](#). Form I-9 page 1 completed by Student. Form I-9 page 2 completed by Department. Department provides to student the Form I-9 and Instructions. Student will provide supporting documentation from Lists of Acceptable Documents (one document from list A **OR** one document from list B plus one document from list C). (Form expires 08/31/2019).
- _____ ❖ [Post-Offer Veteran Self-Identification Form](#) Completed after offer is made. (*SAM ID handwritten on top of pages*)
- _____ ❖ [Form W-4](#) is complete. **Original form and signature is required on this document.** (Revision 2017)
- _____ [Release of Personal Information Election Information](#) has been provided to employee. (Form 10/2012)
- _____ **Bearkat OneCard** - Student has been advised he/she **MUST** activate their Bearkat OneCard and must select their PAYROLL preference at www.bearkatone.com in order to be paid. Advise Student of payroll rate of pay and payroll dates.

Hiring Dept. Info _____

Dept. Representative –Print Name

Representative's Signature

Hiring Department _____

Date _____

Student Employee Copy

SHSU Student Employment instructions for completing forms for Non-Exempt Hourly Student Employee

Complete forms with either **blue or black ink** and submit to Hiring Department or College Work Study, if applicable. If you are participating in the College Work Study program you must coordinate hiring paperwork with the [College Work Study Coordinator](#).

Applying for Student Employment	All students must complete the State of Texas Application. In addition, SHSU is required to reach out to, hire, and provide equal opportunity to veterans and individuals with disabilities. Please complete the Pre-Employment Voluntary Self-Identification of Disability Form and the Pre-Offer Veteran Self-Identification Form.
DPS Computerized Criminal History (CCH) Verification form	Student applicants will complete forms in the applicable hiring department. In accordance with Human Resources Policy ER-9 , the hiring department MUST submit the original DPS Computerized Criminal History (CCH) Verification form to Human Resources to begin the background check and must receive clearance before the department can offer the position.
Once an offer of employment has been made and first day of employment (start date) has been determined, the student will complete the documents listed below and the Hiring Department or College Work Study Coordinator will submit New Hire Checklist and documents to Human Resources and create Electronic Personnel Action Form.	
Form I-9 Form I-9 Instructions (Expires 08/31/2019)	Form I-9 - PDF and Form I-9 Instructions - PDF . Form I-9 page 1 completed by Graduate. Form I-9 page 2 completed by Department. Graduate will provide supporting documentation from Lists of Acceptable Documents (one document from list A OR one document from list B plus one document from list C).
U.S. Selective Service Registration <i>This is only completed by males ages 18 through 25</i>	Male U.S. citizens and male immigrants living in the U.S., who are 18 through 25 years of age, are required to register with the Selective Service. To determine if you are required to register, please read more information at: https://www.sss.gov/Registration-Info/Who-Registration The required proof will usually be in the form of a Selective Service Registration (SSR) card. You can register online if not already registered, or your registration status can be verified at: https://www.sss.gov/Registration-Info
Social Security Card	For payroll purposes, you must provide a valid social security card. Your name on payroll will match the name on your social security card. If you do not have a social security card, please locate the nearest Social Security office .
Employee Statistical Data Sheet	Please read, complete, sign and date.
Employee Notification of State and Federal Legislation and Human Resources Information Acknowledgement	Please read, complete, sign and date.
Mandatory Workers' Compensation Network Acknowledgment Form	Please read, complete, sign and date.
Voluntary Self-Identification of Disability	This form should be completed once when applying for the position and once after accepting the position. Both copies will be submitted to HR. Write your SAM ID on the top of pages.
Pre-Offer/Post-Offer Veteran Self-Identification Form	Please read, complete, and print your name and date. Write your SAM ID on the top of pages.
W-4 form	Please read, complete, sign and date.
Release of Personal Information Election Information	Please read and complete information on My Sam/Campus Resources/Banner Self-Service
International Student	International Student MUST contact the Tax Specialist in the Payroll Office (936-294-3249) located in the College of Humanities and Social Sciences (CHSS), Suite 420 to complete necessary tax document(s) and provide current I-20, Visa, I-94, Passport, and Social Security Card to complete the payroll process to be paid.
Required Training	All new employees are required to complete compliance training online, as required by State Law. You will receive notification of required training to be completed online through Talent Management.
Bearkat OneCard	All student payroll disbursements are processed through the Bearkat OneCard Program. As a student employee YOU MUST activate your student ID and select your PAYROLL preference at www.bearkatone.com in order to be paid. To verify that you have an active Bearkat OneCard and what preference you have selected for payroll delivery, contact Bearkat OneCard Services (936-294-2273 or bearkatone.com) . Read more at: http://www.shsu.edu/dept/bearkatone/studentpay.html

Student Employee Copy