

# 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. Please do not include Student Employment Instructions in packet.

**DPS Computerized Criminal History (CCH) Verification form** must be completed and submitted to Human Resources to begin the Criminal Background Check and receive clearance **before** offer of employment is made.

Student employees cannot begin to work until all steps have been completed: 1) clearance has been received, 2) student has completed new hire paperwork, and 3) Human Resources has received new hire paperwork.

Human Resources cannot process the EPAF to Payroll without Jobs for Kats posting number and student new hire paperwork.

\_\_\_\_\_ **Jobs for Kats** posting number: \_\_\_\_\_; for assistance with Jobs for Kats, please contact Career Services. 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 **again** after accepting the position. **Both copies** will be submitted to HR. (*SAM ID handwritten on top of pages*)

\_\_\_\_\_ ❖ Print and attach copy of email of DPS Computerized Criminal History (CCH) **results only** – do not attach copy of form

\_\_\_\_\_ ❖ **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 printed and attached to packet. 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. Documents will need to be provided to Human Resources in packet and to Payroll in person.

\_\_\_\_\_ ❖ **Social Security Card** – Attach copy of social security card per **Finance and Operations Policy FO-PAY-16**

\_\_\_\_\_ ❖ **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 07/2017)

\_\_\_\_\_ ❖ **Mandatory Workers' Compensation Network Acknowledgment Form** is complete. (Revision 08/05/2014)

\_\_\_\_\_ ❖ **Form I-9** (Bottom left corner of Form I-9 revised 07/17/17. Top right corner expires 08/31/2019). 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** combination of one document from list B plus one document from list C).

\_\_\_\_\_ ❖ **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** – Department Representative has advised Student of pay, payroll dates, and timesheet responsibilities. Student **MUST** activate their Bearkat OneCard and select their PAYROLL preference at [www.bearkatone.com](http://www.bearkatone.com) in order to be paid.

**Hiring Dept. Info** \_\_\_\_\_  
Dept. Representative contact for questions/corrections –Print Name

\_\_\_\_\_  
Representative's Signature

**Hiring Department** \_\_\_\_\_

**Date** \_\_\_\_\_

# Student Employment Instructions – provide to student

## 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. For assistance with Jobs for Kats, please contact Career Services.
DPS Computerized Criminal History (CCH) Verification form	Student applicants will complete forms in the applicable hiring department. In accordance with <a href="#">Human Resources Policy ER-9</a> , the hiring department <b>MUST</b> submit the original DPS Computerized Criminal History (CCH) Verification form to Human Resources to begin the background check and must receive clearance <b>before</b> 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. Either 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 (Bottom left corner of Form I-9 revised 07/17/17. Top right corner expires 08/31/2019)	Form I-9 - - <a href="#">PDF</a> and Form I-9 Instructions - <a href="#">PDF</a> .  Form I-9 page 1 completed by the Student. Form I-9 page 2 completed by Department. Student will provide supporting documentation from Lists of Acceptable Documents (one document from list A <b>OR</b> 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: <a href="https://www.sss.gov/Registration-Info/Who-Registration">https://www.sss.gov/Registration-Info/Who-Registration</a> 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: <a href="https://www.sss.gov/Registration-Info">https://www.sss.gov/Registration-Info</a>
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 <a href="#">Social Security office</a> .
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 <b>once</b> when applying for the position and <b>once</b> after accepting the position. <b>Both copies</b> 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 <b>MUST</b> meet in person with Payroll. Please 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 <b>YOU MUST</b> activate your student ID and select your PAYROLL preference at <a href="http://www.bearkatone.com">www.bearkatone.com</a> in order to be paid. <b>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 <a href="http://www.bearkatone.com">bearkatone.com</a>).</b> Read more at: <a href="http://www.shsu.edu/dept/bearkatone/studentpay.html">http://www.shsu.edu/dept/bearkatone/studentpay.html</a>

# Student Employment Instructions – provide to student