

Sam Houston State University Human Resources

New Employee Checklist—Faculty or Staff Employees

Employees must present a valid social security card for verification of the employee’s name and social security number for payroll purposes as well as any identifying documents required to establish identity and employment eligibility for the Employment Eligibility Verification Form I-9.

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

NOTE: Human Resources cannot process an EPAF to Payroll without supporting documentation. **Required documents must be in Human Resources on or before the hire date.** Forms or links to the forms listed below are located on the Payroll or Human Resources websites and are updated frequently. Be sure to use the most current version of these forms.

___ **Electronic Personnel Action Form (EPAF)** is sent through approval channels and must reflect the name and social security number as it appears on the employee’s social security card. SHSU may be subject to a fine if the name reported to the IRS does not match the name listed on the social security card.

___ **Direct Deposit** is complete. Original signature is required on this document. Submit to Human Resources on or before the hire date. (Form revised 12/2010)

___ **Form W-4** is complete. Original signature is required on this document. Submit to Human Resources on or before the hire date. (Form revised 2011)

___ **Online employment application** is complete.

___ **Form I-9, Employment Eligibility Verification** is complete (sections 1 & 2). Supporting documentation is attached and submitted to Human Resources on or before the hire date. (Form revised 08/2009)

___ **Employee Statistical Data Sheet** is complete. Submit to Human Resources on or before the hire date. (Form revised 06/2011)

___ **Mandatory Legislation Acknowledgment Form** is complete. Submit to Human Resources on or before the hire date. (Form revised 04/2011)

___ **Mandatory Workers’ Compensation HCN Acknowledgment Form** is complete. Submit to Human Resources on or before the hire date. (Form revised 08/2011)

___ **U.S. Selective Service Registration** has been verified in accordance with HB558 (effective September 1, 1999). A male applicant, age 18 to 25, must present proof of registration at the time of the job offer. The required proof will usually be in the form of a Selective Service Registration card. If the selected applicant does not have this card, his registration status can be verified at: <https://www.sss.gov/RegVer/wfVerification.aspx> . If the applicant has not registered, he can register at any U.S. Post Office, by completing and mailing the registration form, and obtaining a Certification of Mailing as proof of the registration; or online at: <https://www.sss.gov/RegVer/wfVerification.aspx> The hiring department will verify compliance with the law for all staff (non-student) employees.

___ **Bearkat OneCard** – Employee has been advised to activate his/her Bearkat OneCard before use.

___ **New Employee Checklist** is complete. This form is sent to Human Resources by the next business day after the EPAF is created with all attached documents.

Hiring Dept. Info _____
Dept. Representative –Print Name Representative’s Signature

Hiring Department _____ **Date** _____