

Sam Houston State University Human Resources

New Employee Checklist—Undergraduate Student 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. International students must contact the Tax Specialist in the Payroll Office (Ext. 4-1094) to complete the necessary tax document(s). A current I-20, Visa, I-94, Passport, and Social Security Card will be required for this meeting.

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 by the next business day after creating the EPAF.** 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.

___ **Form W-4** is complete. This form is sent to Human Resources by the next business day after the EPAF is created. Payroll requires an original signature.

___ **The State of Texas Application for Employment** is complete. This form is maintained in the hiring department five years following separation of employment.

___ **Form I-9, Employment Eligibility Verification** is complete (sections 1 & 2). This form is maintained in the hiring department for at least three years after the date of employment begins or one year following separation of employment, **whichever is later.**

___ **Employee Statistical Data Sheet** is complete. This form is sent to Human Resources by the next business day after the EPAF is created. (Form revised 06/2011)

___ **Mandatory Legislation Acknowledgment form** is complete (first page only). This form is maintained in the hiring department five years following separation of employment. (Form revised 04/2011)

___ **Mandatory Workers’ Compensation HCN Acknowledgment Form** is complete. This form is sent to Human Resources by the next business day after the EPAF is created. (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 undergraduate student employees. This form is maintained in the hiring department five years following separation of employment.

___ **Bearkat OneCard.** Student has been advised they **MUST** activate their student ID before they can be paid.

___ **New Employee Checklist** is complete. The checklist is maintained in the hiring department five years following separation of employment.

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

Hiring Department _____ **Date** _____

For the department’s use for retention purposes at the time of an undergraduate student employee’s separation of employment: Date of separation of employment: _____