

Sam Houston State University Human Resources

Checklist—Graduate Employees: TA, GA, RA, and NE

Employee Name _____ SAM ID: _____

Annual Salary: _____ FTE: _____ Hire Date _____

NOTE: This checklist is for department use only and is not required to be submitted to Human Resources

❖ Denotes required documents that must be submitted to Human Resources for EPAF approval.

NEW Graduate Employees - (or returning Graduates after a long semester break in service)					
<input type="checkbox"/> ❖ Graduate Student Employee Background Request has been submitted to Human Resources <input type="checkbox"/> Graduate Student Employee Background Request results have been received from Human Resources <input type="checkbox"/> ❖ Social Security Card for Payroll Purposes If a copy of the social security card is not available, direct the employee to locate the nearest Social Security office to obtain a Social Security Card receipt in lieu of a copy of the actual Social Security Card. <input type="checkbox"/> Electronic Personnel Action Form (EPAF) is sent through appropriate approval channels. If performing research or being paid from a grant, Research Administration must be an approver, and if an international student, International Programs and the Tax Specialist must be an approver. <input type="checkbox"/> ❖ State of Texas Application for Employment for GA, RA, and NE only <input type="checkbox"/> ❖ Pre-Offer Veteran Self-Identification Form <input type="checkbox"/> ❖ Voluntary Self-Identification of Disability (completed when applying for the position) <input type="checkbox"/> ❖ New Employee Packet – Graduate Assistant Employees sent to New Hire email to hgradhire@shsu.edu <input type="checkbox"/> New Employee Packet – Graduate Assistant Employees received by hiring department and verified that all forms are complete <input type="checkbox"/> ❖ Selective Service Registration Verification, if applicable. Send via fax (43611), campus delivery, or hand delivery. <input type="checkbox"/> ❖ Form I-9 and supporting documents. Send via fax (43611), campus delivery, or hand delivery <input type="checkbox"/> ❖ Form W-4. Send via fax (43611), campus delivery, or hand delivery <input type="checkbox"/> ❖ If International Student – Copy of: Visa, Passport, I-20, I-94, and Social Security Card. Send via fax (43611), campus delivery/or hand delivery. <input type="checkbox"/> ❖ Copy of Offer and Acceptance letter if applicable <input type="checkbox"/> ❖ FTE Approval (if Applicable) for FTE appointments over a total of .50 FTE from graduate’s Academic Dean <input type="checkbox"/> ❖ Hours Enrolled Approval memo (if Applicable) for graduates enrolled in under 6 credit hours during the Fall/Spring semesters. For non-academic areas and grants, approval should be addressed to Human Resources. For Academic Areas, approval should be from Graduate Studies – Office of the Dean.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;"> Teaching Assistants – Additional Required Documents (The below documents are required for Academic Affairs) </th> <th style="width: 50%; padding: 5px;"> Hourly Student to Graduate Employee (with no long semester break in service) </th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <input type="checkbox"/> ❖ Application for Assistant Instructorship (Academic Affairs will send) <input type="checkbox"/> Vita/Resume <input type="checkbox"/> ❖ Offer Letter <input type="checkbox"/> ❖ Acceptance Letter <input type="checkbox"/> English Language Proficiency Form <input type="checkbox"/> Three (3) Recommendation Letters <input type="checkbox"/> Official Transcripts for all degrees </td> <td style="padding: 5px;"> <input type="checkbox"/> ❖ Appropriate Application (State or TA) <input type="checkbox"/> ❖ Graduate Student Employee Background Request <input type="checkbox"/> ❖ Pre-Offer Veteran Self-Identification Form <input type="checkbox"/> ❖ Voluntary Self-Identification of Disability <input type="checkbox"/> ❖ Offer/Acceptance Letter if Applicable <input type="checkbox"/> ❖ Insurance waiver or election - This information is in the New Employee Packet – Graduate Assistant Employees on pages 10-16. </td> </tr> </tbody> </table>	Teaching Assistants – Additional Required Documents (The below documents are required for Academic Affairs)	Hourly Student to Graduate Employee (with no long semester break in service)	<input type="checkbox"/> ❖ Application for Assistant Instructorship (Academic Affairs will send) <input type="checkbox"/> Vita/Resume <input type="checkbox"/> ❖ Offer Letter <input type="checkbox"/> ❖ Acceptance Letter <input type="checkbox"/> English Language Proficiency Form <input type="checkbox"/> Three (3) Recommendation Letters <input type="checkbox"/> Official Transcripts for all degrees	<input type="checkbox"/> ❖ Appropriate Application (State or TA) <input type="checkbox"/> ❖ Graduate Student Employee Background Request <input type="checkbox"/> ❖ Pre-Offer Veteran Self-Identification Form <input type="checkbox"/> ❖ Voluntary Self-Identification of Disability <input type="checkbox"/> ❖ Offer/Acceptance Letter if Applicable <input type="checkbox"/> ❖ Insurance waiver or election - This information is in the New Employee Packet – Graduate Assistant Employees on pages 10-16.
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If the employee is unable to complete and submit the forms electronically, HR will accept paper forms (please do not submit double-sided). All HR forms can be found on the [University Forms](#) page.

**Remember to advise the new graduate employees of their salary, start date, FTE, and department expectations.

** NOTE: Please check with your Chair and Dean’s office for specific requirement for your area in regards to paperwork procedures.

SHSU Faculty Processing Reminders and Helpful Hints

Hours Enrolled	<p>Academic areas and their Dean's office will need to refer to Academic Policy Statement 890303 in regards to employment of grads in academic areas/assistantships. Grads should be enrolled in 3 hours for the Summer semester and 6 or more hours for Spring/Fall semester. Exceptions should be addressed to Dr. Ken Hendrickson. The department and Dean's office should be monitoring for this policy. If an exemption from Dr. Hendrickson has been approved, please forward that exemption approval to the HR EPAF approver.</p> <p>For those who are employed in non-academic areas and/or on grants (funds 22-29) will need to refer to Finance & Operations Human Resources Policy E-1. Grads should have been enrolled in 6 or more hours the Spring semester before the Summer Semester, enrolled in 6 or more hours for the upcoming Fall. For Spring/Fall appointments Grads must be enrolled in 6 or more hours. Hours enrolled exemptions should be sent to Human Resources and routed through the HR Grad EPAF approver to Mr. David Hammonds.</p> <p>If a graduate is split between academic and non-academic areas, each separate FTE will need to follow the appropriate policy.</p>
Salary Calculation for EPAF	<p>Annual Salary: full time monthly rate x 9 months x FTE = \$_____.</p> <p>Actual Salary: full time monthly rate x # of months to be paid x FTE = \$_____.</p> <p>*The minimum full time monthly rate is \$1972.00 .</p>
International Graduate Employees	<p>EPAF queue must include</p> <ul style="list-style-type: none"> • International Programs • Tax Specialist • Cannot work past expiration date on I-20 • Cannot work past graduation date
Grant Funded Positions (22-29)	EPAF queue must include Research Administration
Non Grant Funded, But Performing Research	EPAF queue must include Research Administration and a Program Code of 20 in the FOAP

EPAF – Hours/Day/Pay/FTE Examples

FTE	Hours Per Day	Hours Per Pay	FTE	Hours Per Day	Hours Per Pay
.08	1	6.94	.42	3.36	36.40
.17	1.36	14.73	.50	4	43.34
.25	2	21.67	.60	4.8	52.00
.33	2.64	28.60	.70	5.6	69.34

How to calculate and example of Hours per Pay, Hours Per Day and FTE

- $86.67 \times \text{FTE} = \text{Hours Per Pay} = (86.67 \times .50 = 43.34)$
- $8 \times \text{FTE} = \text{Hours per day} = (8 \times .50 = 4)$

For Additional Information and Resources, please see the below links:

- [New Hire Department Guide: Graduate Assistants](#)
- [Personnel Action Form Deadlines](#) (EPAF) – Note: These are Payroll deadlines, check with your Chair/Director/Dean's office to see if they have specific deadlines for your area.
- [Out of State Employment](#)
- [Human Resources Policies](#)
- International Students – Cannot work over a .50 FTE during the Spring/Fall Semester. Graduation day is the last day they are eligible to work.
- For assistance, please call 936/294-1071.