

Sam Houston State University Human Resources

New Employee Checklist—Graduate Assistant, Graduate Teaching Assistant and Graduate Research Assistant

Employee Name _____ SAM ID: _____ Hire Date _____

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

NOTE: Human Resources (HR) cannot process an Electronic Personnel Action Form (EPAF) to Payroll without the new employee's supporting documentation. **If Graduate employee is benefits eligible (.50 FTE or greater), he/she must attend a Human Resources Graduate Student Employee Orientation session to complete applicable insurance forms.**

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

- ___ ❖ Graduate Application for HireRight Background Check is completed and submitted to Human Resources to begin the Criminal Background Check and receive clearance before the student can begin working. The Criminal Background Check has been verified in accordance with Human Resources Policy ER-9.
- ___ ❖ Printed email of Graduate Application for HireRight Background Check **results**.
- ___ ❖ **Social Security Card** – Attach copy of social security card.
- ___ **Electronic Personnel Action Form (EPAF)** is sent through approval channels.
- ___ ❖ **Form W-4** is complete. **Original form and signature is required on this document.** (Revision 2017)
- ___ ❖ The State of Texas Application for Employment and/or **Application for Assistant Instructorship**
- ___ ❖ Teaching Assistant Offer Letter, if applicable.
- ___ ❖ Pre-Offer Veteran Self-Identification Form is complete.
- ___ ❖ 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. Department provide to Graduate the Form I-9 and Instructions. 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). (Form expires 08/31/2019).
- ___ ❖ Employee Statistical Data Sheet (Revision 11/2015)
- ___ Release of Personal Information Election Information has been provided to employee. (Form 10/2012)
- ___ ❖ 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 Graduate. (Form revised 07/2014)
- ___ ❖ Mandatory Workers' Compensation Network Acknowledgment Form is complete. (Revision 08/05/2014)
- ___ ❖ Voluntary Self-Identification of Disability this form should be completed **once** when applying for the job and **once** after accepting the job. **Both copies** will be submitted to HR.
- ___ ❖ Post-Offer Veteran Self-Identification Form
- ___ ❖ **U.S. Selective Service Registration**, if applicable – it is required that male applicants, age 18 to 25, 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.
- ___ **Bearkat OneCard - 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.
- ___ ❖ If the **FTE is .50 or greater**, employee has been advised to attend the HR Graduate Employee Orientation or to contact the HR Specialist for Graduate Employees at (936) 294-1071. If the employee does not wish to enroll in the SHSU/ERS insurance options, have them complete the Insurance Waive Form for Graduate Students and **attach**.
- ___ ❖ ***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.
- ___ ❖ **New Employee Checklist** is complete. Deliver ❖ required documents to Human Resources.

Hiring Dept. Info _____

Dept. Representative –Print Name

Representative's Signature

Hiring Department _____

Date _____

**SHSU Graduate Assistant, Graduate Teaching Assistant and Graduate Research Assistant
Instructions for completing forms.**

Please complete all forms in **blue** or **black ink** only and copies must be **single-sided**.
Submit complete forms to Hiring Department.

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.
HireRight Background Clearance	Graduate applicant will respond to HireRight email and complete clearance process. In accordance with Human Resources Policy ER-9 , the hiring department MUST submit the HireRight Clearance request to Human Resources to begin the background check and must receive clearance before student can begin working.
Welcome to SHSU Graduate Assistant, Graduate Teaching Assistant or Graduate Research Assistant	Per Human Resources E -1, Staffing , as a student employee you must maintain a minimum number of hours enrolled in SHSU classes in order to be a student employee. 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. The official work week is from Sunday 12:01 a.m. until Saturday 12:00 midnight. In addition, you must maintain Satisfactory Academic Progress toward a certificate or degree.
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: Bearkat OneCard .
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 job and once after accepting the job. Both copies will be submitted to HR. Write your SAM ID below your name.
Pre-Offer/Post-Offer Veteran Self-Identification Form	Please read, complete, and print your name and date. Write your SAM ID below your name.
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
Insurance Election/Waiver	Graduate employees are eligible for SHSU insurance through the Employees Retirement System of Texas (ERS) at .50 FTE or greater, however, as a student you can purchase Student Health Insurance offered through Student Health Services at 936-294-1805 or the Health Insurance Marketplace – ACA Notice as required by the Affordable Care Act (ACA).
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.

Provide this page to the SHSU Graduate Assistant, Graduate Teach and Graduate Research Employees for instructions to complete forms.