

# 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.

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

- \_\_\_ ❖ [Graduate Application for HireRight Background Check](#) 1) has been submitted by the department; 2) department has received clearance and 3) job offered per [Human Resources Policy ER-9](#).
- \_\_\_ ❖ **Social Security Card** – Attach copy of social security card per [Finance and Operations Policy FO-PAY-16](#).
- \_\_\_ **Electronic Personnel Action Form (EPAF)** has been submitted.
- \_\_\_ ❖ [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**
- \_\_\_ ❖ Attach any Graduate 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. (Bottom left corner of Form I-9 revised 07/17/17. Top right corner expires 08/31/2019).
- \_\_\_ ❖ [Employee Statistical Data Sheet](#) (Revision 11/2015)
- \_\_\_ [Release of Personal Information Election](#) instructions have been provided to employee. (HRD 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 07/2017)
- \_\_\_ ❖ [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. (Expires 01/31/2020)
- \_\_\_ ❖ [Post-Offer Veteran Self-Identification Form](#) is complete.
- \_\_\_ ❖ **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](#).
- \_\_\_ **Bearkat OneCard** Hiring department has advised the Graduate employee that they **MUST** activate their Bearkat OneCard and select their Payroll preference at [www.bearkatone.com](http://www.bearkatone.com) in order to be paid. Hiring department must advise the Graduate employee of payroll rate of pay and payroll dates.
- \_\_\_ ❖ If the Graduate employee is appointed for 4 ½ months or more at an **FTE of .50**, they are eligible for Employees Retirement System of Texas (ERS) insurance. In order to process their EPAF they must either elect or waive ERS insurance. To waive all ERS insurance they should print, complete and turn in the [Insurance Waive Form for Graduate Students](#) with the New Hire packet. If the Graduate employee is interested or wants to elect ERS insurance, they need to attend the HR [Graduate Insurance Orientation](#) session for employees beginning on 09/01 or 01/16 only. All others must contact the HR Specialist for Graduate Employees at [bno001@shsu.edu](mailto:bno001@shsu.edu).
- \_\_\_ ❖ **\*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 Payroll 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 before EPAF deadline.

Hiring Dept. Info \_\_\_\_\_

Dept. Representative –Print Name

Representative's Signature

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

Date \_\_\_\_\_

<p><b>This page must be provided to the new employee: SHSU Graduate Assistant, Graduate Teaching Assistant and Graduate Research Assistant to provide information and to assist in completing forms.</b></p> <p>Please complete all forms in either <b>blue ink</b> or <b>black ink</b> only and <b>copies must be single-sided</b>.</p> <p>Submit complete forms to Hiring Department.</p>	
<p><b>Applying for Graduate Employment</b></p>	<p>All graduate 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.</p>
<p><b>HireRight Background Clearance</b></p>	<p>Graduate applicant will respond to HireRight email and complete clearance process. In accordance with <a href="#">Human Resources Policy ER-9</a>.</p>
<p><b>Graduate Assistant, Graduate Teaching Assistant or Graduate Research Assistant</b></p>	<p>Per <a href="#">Academic Policy Statement 890303, Employment of Graduate Assistants</a>, you must maintain a minimum of six hours enrolled in SHSU classes and follow guidelines in policy statement in order to be an active Graduate employee. All new employees are required to complete <a href="#">mandatory training</a> online, as required by State Law. You will receive notification of required training to be completed online through Talent Management.</p>
<p><b>Bearkat OneCard</b></p>	<p>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="#">Bearkat OneCard</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 www.bearkatone.com).</b></p>
<p><b>Form I-9</b>  <b>Form I-9 Instructions</b>  Bottom left corner of Form I-9 revised 07/17/17.  Top right corner expires 08/31/2019.</p>	<p>Form I-9 - <a href="#">PDF</a> and Form I-9 Instructions - <a href="#">PDF</a>.  Form I-9 page 1 completed by Graduate.  Form I-9 page 2 completed by Department.  Graduate will provide original 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).</p>
<p><b>U.S. Selective Service Registration</b>  <i>This is only completed by males ages 18 through 25</i></p>	<p>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></p>
<p><b>Social Security Card</b></p>	<p>Per <a href="#">Finance and Operations Policy FO-PAY-16</a>; 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>.</p>
<p><b>Employee Statistical Data Sheet</b></p>	<p>Please read, complete, sign and date.</p>
<p><b>Employee Notification of State and Federal Legislation and Human Resources Information Acknowledgement</b></p>	<p>Please read, complete, sign and date.</p>
<p><b>Mandatory Workers' Compensation Network Acknowledgment Form</b></p>	<p>Please read, complete, sign and date.</p>
<p><b>Voluntary Self-Identification of Disability</b></p>	<p>This form should be completed <b>once</b> when applying for the job and <b>once</b> after accepting the job. <b>Both copies</b> will be submitted to HR. Write your SAM ID below your name.</p>
<p><b>Pre-Offer/Post-Offer Veteran Self-Identification Form</b></p>	<p>Please read, complete, and print your name and date. Write your SAM ID below your name.</p>
<p><b>W-4 form</b></p>	<p>Please read, complete, sign and date.</p>
<p><b>Release of Personal Information Election Information</b></p>	<p>Please read and complete information on My Sam/Campus Resources/Banner Self-Service</p>
<p><b>Insurance Election/Waiver for ERS</b></p>	<p>Graduate employees are eligible for SHSU insurance through the Employees Retirement System of Texas (ERS) at .50 FTE or greater. SHSU Human Resources can only assist with the ERS insurance enrollment. SHSU students can purchase Student Health Insurance offered through SHSU Student Health Services; to view enrollment and coverage periods available, please visit <a href="http://shsu.myahpcare.com">shsu.myahpcare.com</a> or call Academic HealthPlans at (855) 370-7211 or the <a href="#">Health Insurance Marketplace – ACA Notice</a> as required by the Affordable Care Act (ACA).</p>
<p><b>International Students</b></p>	<p>International Students <b>MUST</b> contact the Payroll 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.</p>

**EMPLOYEE COPY – to be retained by employee**