

Guide: New Graduate Employee Hiring Process

Position Types and Requirements | Clearance | EPAF | Paperwork

Graduate Position Types

Doctoral/Graduate Teaching Assistant (TA), Doctoral/Graduate Research Assistant (RA), and Doctoral/Graduate Assistant (GA) - position descriptions and requirement, please refer to [Academic Policy Statement 890303 – Employment of Graduate Assistants](#).

Doctoral/Graduate (Non-Exempt) NE (NE) – These individuals are hired by the department with the title of Doc/Grad NE, but are not teaching, performing research or assisting a professor with the overall teaching philosophy and mission. These individuals are performing clerical work within the department.

Graduate Position Posting and Initial Application

Graduate positions are not required to be posted, but can be if the department wants to post the position. Departments are more than welcome to post their graduate position on [Jobs for Kats](#) through the Career Services website.

All Doc/Grad Assistants, Doc/Grad Research Assistants, Doc/Grad Teaching Assistants, and Doc/Grad NE should complete the following paperwork when applying for a new position:

-[State of Texas Employment Application Form](#) (GA, RA, and NE) Teaching Assistants will need to complete the below TA section in lieu of the State of Texas Employment Application Form.

-[Voluntary Self-Identification of Disability](#) (GA, RA, TA, and NE)

-[Pre-Offer Veteran Self-Identification Form](#) (GA, RA, TA, and NE)

All Doc/Grad Teaching Assistant should complete the below forms when applying as well:

*For questions regarding these forms/requirements, please contact Academic Affairs. These documents will continue to be submitted to Academic Affairs as they have been in the past.

-Teaching Assistant Application – This form is found on the [University Forms](#) page under Academic Affairs.

-Vita/Resume

-Offer Letter

-Acceptance Letter

-[English Language Proficiency Form](#)

-Three (3) Recommendation Letters

-Official Transcripts for all degrees

New Hire Employee or Current Employee (Additional Job Assignment)

To determine if your selected candidate is currently employed or is new to Sam Houston State University employment please see the following steps: You will first need to go to the New EPAF screen in Banner. Input the individual's Sam ID, the date you would like them to start, and for the Approval Category select Graduate Asst – New Hire, HIRE50. If the selected candidate is currently employed, the Employee Job Assignment box will appear and show you where the selected candidate is currently employed. If a job is showing, please note the following information:

A graduate student employee cannot have two employee classes at the same time. If the selected candidate is currently employed as an hourly student, staff, or faculty they will need to choose between their current position and the one you are offering.

If the selected candidate is currently employed as a graduate in another department they are not allowed to go over .50 FTE without their Academic Dean's approval. In addition, if you intend to employ a graduate over .50 FTE please contact the Human Resources Specialist – Graduate Employment (936)-294-1071 for additional information on FTE requirements.

Clearance

GRADUATE APPLICATION FOR HIRERIGHT BACKGROUND CHECK

A criminal background check is required for all employees prior to hire per Human Resources Policy ER-9, Criminal Background Checks.

Graduates employment is contingent upon clearance and individuals should not begin working until the department has received clearance from Human Resources.

A [Graduate Application for HireRight Background Check](#) form will be completed for all individuals you will be hiring as a graduate employee. Human Resources prefers the Graduate Application for HireRight Background form to be emailed to hrgradhire@shsu.edu; please note if you email – title the subject line with “Grad Background Check- Last Name of Candidate. The Graduate Application for HireRight Background form can also be faxed to (936)-294-3611 or sent via campus mail Human Resources Box 2356.

If the individual is moving from hourly student employment to graduate employment, the employee is still required to complete a HireRight Background Check.

HIRERIGHT TIPS

Let the candidate know that they should expect an email from HireRight to the email address provided on the form. The clearance process does not begin until they submit their information.

If the candidate is from outside of the United States (US) and does not currently have a Social Security number, they will need to input their place of residence as their previous international address.

There is not a standard length of time that clearances are completed in. To check on the status of a clearance, the hiring department should contact the Human Resources Specialist for Graduate employment.

CLEARANCE

When the HireRight clearance process has been completed, Human Resources will notify the Department Contact indicated on the Graduate Application for HireRight Background Check of the results. If the results are Meets Company Standards, you can begin completion of the hiring packet (both physical and online forms). If the results are Not Recommended for Hire, the Human Resources Specialist for Graduate Employee will call the Department Contact.

PAPERWORK

The department contact will need to email the new employee the Graduate New Hire Packet.

The Graduate New Hire Packet should be emailed to the new employee's @SHSU.EDU email address from the department contact's @SHSU.EDU email address.

Make sure to notify the new employee of their insurance eligibility status. They are SHSU (Employees Retirement System of Texas) Insurance eligible if they are .50 FTE or more and will be appointed for 4.5 or more months.

After the new employee has completed the electronic (PDF) Graduate New Hire Packet they should email it back to the department contact and set up a time to meet to complete their Form I-9 with supporting documents [W-4](#), and provide a copy of their Social Security card for Payroll purposes. After you have received the electronic (PDF) Graduate New Hire Packet and have audited it for completeness.

SUBMITTING FORMS ELECTRONICALLY

Once the hiring department has received the Graduate Assistant Hiring Packet (digital forms) paperwork the completed electronic packet and the initial application forms should be sent from the Department Contact's SHSU email account to: hrgradhire@SHSU.EDU

The Subject line in the email must identify the new hire hourly student. Please use the following format:

- Last Name, First Name – Sam ID
- Example: Bearkat, Sammy – 000000000

The employing department will need to send the following forms to Human Resources via campus mail or hand delivery (Do Not Email): W-4, Form I-9 and supporting documents, Selective Service Verification (if applicable) and copy of Social Security Card for Payroll purposes. Human Resources cannot approve the EPAF until all paperwork has been received.

EPAF

The department submits the EPAF in order to begin the approval process through the routing queues.

The query date should be the start date.

Helpful EPAF Information:

If the new graduate employee is an international student, International Programs and the Payroll Tax Specialist must be added as approvers to the EPAF routing queue.

If the fund you are paying the new graduate employee is a grant fund (funds beginning with 22-29), Research Administration and the PI must be listed as approvers in the EPAF routing queue.

In the comments, the EPAF creator will need to list the following comments:

Full Time Monthly Amount x FTE x 9 = Annual Salary & Full Time Monthly Amount x FTE x Number of Months employed by EPAF = Actual Salary. *

Note: *The Annual Salary Amount on the EPAF is used to calculate the Annual Salary amount on the EPAF.

If you have any questions regarding the paperwork process or how to submit and EPAF, please contact the Human Resources Specialist for Graduate Employment at 936/294-1071.