

Guide: Student Employee Additional Job

Position Posting | Clearance | EPAF | Paperwork

Position Posting

- To ensure that all students have an equal employment opportunity (EEO), all Hourly Student and Work-Study positions must be posted online for at least five (5) working days through the web-based job posting program **JOBS for KATS**. For additional information please see [Finance & Operations Human Resources Policy E-7 Student Employment Posting](#).
- The following forms must be listed as required documents on Jobs for Kats when the posting is created: State of Texas Applications, Pre-Offer Veteran, and Voluntary Self-Identification of Disability. All applicants must complete these forms electronically when applying on Jobs for Kats.
- Once you have identified your qualified applicants you should begin your department's student employee interview process.


Current Employee or New Hire Employee (Additional Job Assignment)

- To determine if you should follow the process for Additional Job Assignment Student Employee onboarding or New Student Employee onboarding, 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 Student Asst - Additional Job Assignment, AJOB06. If they are currently employed, the Employee Job Assignment box will appear and show you where they are currently employed. If a job is showing, you will need to follow the Additional Job Guide. If no job is showing, you will need to follow the New Student Employee Guide.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY*

Approval Category: *

Employee Job Assignments

| Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status |
|---------|----------------------|--------|----------------------------|-------------------------|--------------|----------|----------------|--------|
| Primary | <input type="text"/> | 00 | Human Resources Specialist | 660000, Human Resources | Feb 01, 2015 | | Nov 15, 2017 | Active |

Clearance

DPS BACKGROUND CHECK

- Selected Candidate: If the individual is currently employed a clearance will already be on file in Human Resources.

EPAF

- At this point the department can submit the Student Asst - Additional Job Assignment (AJOB06) EPAF in order to begin the process of approval through the routing queues.
- The query date should be the start date.
- If the position is grant funded (funds beginning 22-29) Research Administration and the Grant PI must be included as approvers on the EPAF.
- If the position is grant funded the student employee should be on a grant position number of either 9N9944-00 Student Assistant Research or 9N9293-00 Student Laboratory Assistant – Research. You should choose the position title that best fits the job duties.
- If the student employee is an international student, International Programs and the Payroll Tax specialist must be included as approvers on the EPAF.

Paperwork

ONLINE FORMS

- The hiring department will need to retrieve the State of Texas Application, Pre-Offer Veteran Self-Identification Form, and Voluntary Self-Identification of Disability forms from the Jobs for Kats website and save them as a PDF. Title the PDF and the Subject line of the email in the following format: Last Name, First Name – Sam ID Example: Bearkat, Sammy - 000000000
- Hiring packet (digital forms) must be submitted electronically in a paperless format to the HRSTUDENTHIRE@SHSU.EDU email address.

***Please note the above process is for student employees who are currently employed at Sam Houston State University.