Guide: New Student Employee Hiring Process

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 the Finance & Operations Human Resources Policy E-7 Student Employment Posting.

- The following forms are required of all applicants: State of Texas Applications, Pre-Offer Veteran, and Voluntary Self-Identification of Disability. You may list these as required documents on the posting and have applicants submit them via Jobs 4 Kats or to your department in person (whichever is most convenient to you).

- Once you have identified your qualified applicants you should begin your department’s student employee interview process. There is not a minimum number of interviews required, but final selection and clearance request should not be submitted to Human Resources until after the 5th posting day.

New Hire Employee or Current Employee (Additional Job Assignment)

- To determine if you should follow the process for New Student Employee onboarding or Additional Job Assignment Student Employee onboarding, please see the following steps: 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 follow the New Student Employee Guide.

Employee Job Assignments

<table>
<thead>
<tr>
<th>Type</th>
<th>Position</th>
<th>Suffix</th>
<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary 00</td>
<td>Human Resources Specialist</td>
<td>660000, Human Resources</td>
<td>Feb 01, 2015</td>
<td>Nov 15, 2017</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Clearance

DPS BACKGROUND CHECK

- A DPS Background Check is only required for New Student Employees (not Additional Job Assignments).

- Selected Candidate: The hiring department and selected candidate must complete the DPS Background Check form. Note: The Driver License photo should be clear and visible. The Fund blank is asking for the fund that the student will be paid from. Please submit the form to Human Resources via fax: 4-3611 or campus mail Box 2356.

- Clearance Received: After Human Resources has processed the clearance, the Hiring Department Contact will be notified of the clearance results. The results email will indicate either Recommended for Hire or Not Recommended for Hire.
  - If the results are Not Recommended for Hire, you will need to contact the Human Resources Associate for Student Employment at 936-294-1069.

- Please make sure the selected candidate is aware of their start date.

EPAF

The EPAF is initiated by the Hiring Department.

- EPAFs should not be submitted/created until: all required paperwork has been turned into the hiring department by the student employee, the hiring department has completed and audited the packet and Human Resources has received all required paperwork from the hiring department.

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

- The query date should be the start date.

- If the position is grant funded (funds beginning 22-29), the EPAF creator must add Research Administration and the Grant PI must be included as approvers on the EPAF.

- If the position is grant funded the student employee will need to 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 New Employee Packet – Hourly Student Employees can be emailed to the selected student’s @SHSU.EDU email address from your @SHSU.EDU email address. Indicate in the email how you wish to receive the forms (email or paper) and who they should meet with to submit their in-person forms.

- The New Employee Packet – Hourly Student Employees is one document that consists of the following forms/information: Welcome with links to in-person forms, Instructions on how to
submit the form to your department by email, Important Information Page, Employee Statistical Data Sheet, Employee Notification of State and Federal Legislation and Human Resources Acknowledgement, Post-Offer Veteran Self-Identification Form, Voluntary Self-Identification of Disability (this is the second copy), Workers’ Compensation Network Acknowledgement Form.

IN PERSON FORMS

- The student employee should make an appointment with the hiring department contact to complete the in person forms.

- The hiring department must turn in the form W-4, copy of the social security card (required for Payroll purposes), and completed Form I-9 with copies of supporting documents via campus mail to Box 2356 or in person to Human Resources.

- Form I-9 check the following: All blanks have been answered by the employee or have been completed with N/A, only one citizenship status should be marked, the signature date is correct (people commonly put their date of birth), preparer/translator section has been marked. The hiring department should be completing the second page of the Form I-9. Please make sure that the employee is using valid original documents (no restricted social security cards). Digital signatures are not acceptable on the Form I-9.

RECEIVING ONLINE FORMS

- Once the online hiring packet has been received by the department contact, the forms should be audited for completeness. Example: Hiring Department and hiring date are often left blank.

- If you required the State of Texas Application, Pre-Offer Veteran Self- Identification Form, and Voluntary Self-Identification of Disability forms be submitted via Jobs for Kats website, you will need to retrieve them and turn them into Human Resources via email with the rest of the hiring documents.

- If applicable, males required to be registered for Selective Service should turn in a copy of their Selective Service registration card, or the verification letter from the Selective Service website should be submitted with the Student Hiring Packet as a PDF.

- Hiring packet (digital forms) can be submitted via email with the State of Texas Application, Pre-Offer Veteran Self- Identification Form, and Voluntary Self-Identification of Disability forms or your department can submit the packet in it’s entirety (including the in-person forms) as a paper copy to Human Resources. Choose the method (paper or email) that is most convenient to your department.

SUBMITTING FORMS ELECTRONICALLY

- Once the hiring department has received the Student Assistant Hiring Packet (digital forms to include State of Texas Application, Pre-Offer Veteran Self- Identification Form, and Voluntary Self-Identification of Disability forms) the completed electronic packet should be sent from the Department Contact’s SHSU email account to: HRSTUDENTHIRE@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
Submitting Paper Forms

- Form I-9 and supporting documents, Form W-4, and selective service verification should be submitted in their paper versions.
- You may submit the entire packet in paper if it is more convenient for your department/the student employee.
- Paperwork can be sent through campus mail to Box 2356 – Human Resources or hand delivered to the John W. Thomason Building, Suite 202.

***Whether submitting paperwork electronically, paper forms only, or a combination of paper and electronic – HR must have all required paperwork before the EPAF can be created/submitted by you and approved by HR.

***Please note the above process is for student employees who are not currently employed at Sam Houston State University.

If you have any questions about the paperwork process or need assistance in submitting an EPAF, please contact the Human Resources Associate – Student Employment at 936/294-1069.