

# Guide: New Student Employee Hiring Process

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 the [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.

## 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.

### 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:

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: 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 Recommended for Hire, you can begin completion of the hiring packet (both physical and online forms).
  - 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.

- 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 Student Hiring packet must be emailed to the selected student's @SHSU.EDU email address from your @SHSU.EDU email address. Indicate the email address the forms should be returned to and who they should meet with to submit their in-person forms.
- The student should complete the online forms and email them to the hiring department contact's email address indicated in the step above.

## **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 Form I-9 with copies of supporting documents via campus mail to Box 2356 or in person to Human Resources before Human Resources can approve the EPAF.

## **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.
- 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, save them as a PDF and attach them to the same email as the Student Hiring Packet.
- 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) must be submitted electronically in a paperless format.

## **SUBMITTING FORMS ELECTRONICALLY**

- Once the hiring department has received the Student Assistant Hiring Packet (digital forms) paperwork the completed electronic packet should be sent from the Department Contact's SHSU email account to: [HRSTUDENTHIRE@SHSU.EDU](mailto: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

\*\*\*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.