

# Sam Houston State University Human Resources

## New Employee Checklist—Non-Exempt (Hourly) Student Employees

Employee Name \_\_\_\_\_ SAM ID: \_\_\_\_\_ Hire Date \_\_\_\_\_

**NOTE:** Human Resources cannot process an EPAF to Payroll without Jobs for Kats posting number and required documents. Required documents must be in Human Resources by the next business day after creating the EPAF.

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

\_\_\_ ❖ For security sensitive positions only; the **Criminal Background Check Policy** has been verified in accordance with [Human Resources Policy ER-9](#) for Non-Exempt (Hourly) Student Applicants. If applicable, the hiring department **MUST** email [Amanda Duval](#) in Human Resources to begin the Criminal Background Check and receive results.

\_\_\_ ❖ **Social Security Card** - Employee has been advised that he/she must provide a valid social security card to verify that the employee's name and social security number are correct for payroll purposes and to create the EPAF. If social security card is not available, direct the employee to locate the nearest [Social Security office](#) to obtain a Social Security Administration application receipt to provide in person to Human Resources office.

\_\_\_ **Electronic Personnel Action Form (EPAF)** is sent through approval channels and **MUST** reflect the name and social security number as it appears on the employee's social security card. SHSU may be subject to a fine if the name reported to the IRS does not match the name listed on the social security card.

\_\_\_ ❖ **Form W-4** is complete. **Original form and signature is required on this document.** (Revision 2013)

\_\_\_ **[The State of Texas Application for Employment](#)** is complete.

*The original form must be maintained in the hiring department five (5) years following separation of employment.\**

\_\_\_ **[Form I-9, Employment Eligibility Verification](#)** is complete (sections 1 & 2). Supporting documentation (one document from list A or one document from list B plus one document from list C) is attached. (Form revised 03/08/2013)

*The original form and supporting document(s) must be maintained in the hiring department for at least three (3) years after the date of employment begins or one (1) year following separation of employment, whichever is later.\**

\_\_\_ ❖ **[Employee Statistical Data Sheet](#)** is complete. (Revision 05/2013)

\_\_\_ **[Release of Personal Information Election Information](#)** has been provided to employee. (Form 10/2012)

\_\_\_ ❖ **[Employee Notification of State and Federal Legislation and Human Resources Information Acknowledgement](#)** form is complete (first page only). (Form revised 05/2013)

*The original form is maintained in the hiring department five (5) years following separation of employment.\**

\_\_\_ ❖ **[Mandatory Workers' Compensation HC N Acknowledgment Form](#)** is complete. (Revision 05/2013)

\_\_\_ **U.S. Selective Service Registration** has been verified in accordance with HB558 (effective September 1, 1999). A male applicant, age 18 to 25, must present proof of registration at the time of the job offer. The required proof will usually be in the form of a Selective Service Registration card. If the selected applicant does not have this card, his registration status can be verified at: <https://www.sss.gov/RegVer/wfVerification.aspx>. If the applicant has not registered, he can register at any U.S. Post Office, by completing and mailing the registration form, and obtaining a Certification of Mailing as proof of the registration; or online at: <https://www.sss.gov/RegVer/wfVerification.aspx>. The hiring department will verify compliance with the law for all undergraduate student employees.

*The original form must be maintained in the hiring department five (5) years following separation of employment.\**

\_\_\_ **Bearkat OneCard** - Student has been advised he/she **MUST** activate their student ID in order to be paid.

\_\_\_ ❖ **International Student** attach a current I-20, Visa, I-94, Passport, and Social Security Card. Advise employee that he/she must contact the Tax Specialist in the Payroll Office (Ext. 4-1094) to complete necessary tax document(s).

\_\_\_ ❖ **New Employee Checklist** is complete. Copy of New Employee Checklist and ❖ required documents to HR.

*The original form is maintained in the hiring department five (5) years following separation of employment.\**

Hiring Dept. Info \_\_\_\_\_  
Dept. Representative –Print Name \_\_\_\_\_ Representative's Signature \_\_\_\_\_

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

**Future Department Use:** Date of Separation \_\_\_\_\_ Separation EPAF Created \_\_\_\_\_

\*Records Retention: [Application, New Employee Checklist and U.S. Selective Service Registration](#) 5 years after separation; and [I-9, Employment Eligibility Verification](#) 3 years after hire or 1 year after separation (whichever is later)