

# Sam Houston State University Human Resources

## Checklist— Additional Job Assignment: Hourly Student Employees

Employee Name \_\_\_\_\_ SAM ID: \_\_\_\_\_

Hire Date \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Jobs For Kats ID: \_\_\_\_\_

**NOTE:** This checklist is for department use only and is not required to be submitted to Human Resources

❖ Denotes required documents that must be submitted to Human Resources for EPAF approval.

<b>Current Hourly Student Employees - (or Grad to Hourly Student)</b>	
<p>___ ❖ <b>DPS Background Check Request</b> – should be on file in Human Resources from current/original job.</p> <p>___ <b>Electronic Personnel Action Form (EPAF)</b> is sent through appropriate approval channels. If performing research or being paid from a grant, Research Administration must be an approver, and if an international student, International Programs and the Payroll Tax Specialist must be an approver.</p> <p>___ ❖ <b>State of Texas Application for Employment</b> (see Jobs For Kats section below)</p> <p>___ ❖ <b>Pre-Offer Veteran Self-Identification Form</b> (see Jobs For Kats section below)</p> <p>___ ❖ <b>Voluntary Self-Identification of Disability</b> (see Jobs For Kats section below)</p> <p>___ If there is any required paperwork missing from their personnel file, Human Resources will contact the employee/department.</p> <p>___ If grad to hourly student, please indicate in the comments section of the EPAF.</p>	
<p style="text-align: center;"><b>Jobs for Kats:</b></p> <p>___ Position has been posted on Jobs for Kats 5 or more business days or 7 calendar days. Posting Date: _____</p> <p><b>***The below documents should be listed as required documents and students should submit them through Jobs for Kats</b></p> <p>___ State of Texas Application for Employment</p> <p>___ Pre-Offer Veteran Self-Identification Form</p> <p>___ Voluntary Self-Identification of Disability</p> <p><b>These documents should be sent via email along with the New Employee Packet – Hourly Student Employees.</b></p>	<p style="text-align: center;"><b>For Additional Information:</b></p> <p>___ <a href="#">New Hire Department Guide: Student Workers</a></p> <p>___ <a href="#">Additional Job Department Guide: Student Additional Job</a></p> <p>___ <a href="#">Personnel Action Form Deadlines</a> (EPAF) – Note: these are Payroll deadlines, check with your Chair/Director/Dean’s office to see if they have specific deadlines for your area.</p> <p>___ <a href="#">Out of State Employment</a></p> <p>___ <a href="#">Human Resources Policies</a></p> <p>___ <a href="#">28 Hour Workweek – Section 17</a></p> <p>___ For assistance, please call 936/294-1069</p>
<p><b>If the employee is unable to complete and submit the forms electronically, HR will accept paper forms (please do not submit double-sided). All HR forms can be found on the <a href="#">University Forms</a> page.</b></p>	

**\*\*\*NOTE:** Please check with your Chair/Director/Dean’s office for specific requirement for your area in regards to paperwork procedures.

\*\*Remember to advise the new hourly student employees of their pay rate, start date, and department expectations.

Per Finance & Operations Human Resources Policy ER-3 Work Schedules & Employee Compensation: A student employee (nonexempt hourly) is an individual whose associate with the University is for the primary purpose of furthering her or his formal education. Hourly student employees may only work 28 hours per workweek or less. This is a combined total between all SHSU jobs. For the full policy, please visit: [http://www.shsu.edu/intranet/policies/finop/human\\_resources/documents/ER-3.pdf](http://www.shsu.edu/intranet/policies/finop/human_resources/documents/ER-3.pdf)