

Sam Houston State University Human Resources

Checklist—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.

**NEW Hourly Student Employees -
(or previously separated)**

- ___ ❖ **DPS Background Check Request** has been submitted to Human Resources
- ___ **DPS Background Check Request** results have been received from Human Resources
- ___ ❖ **Social Security Card for Payroll Purposes**
If a copy of the social security card is not available, direct the employee to locate the nearest [Social Security office](#) to obtain a Social Security Card receipt in lieu of a copy of the actual Social Security Card.
- ___ **Electronic Personnel Action Form (EPAF)** 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 Tax Specialist must be an approver.
- ___ ❖ **State of Texas Application for Employment** (see Jobs For Kats section below)
- ___ ❖ **Pre-Offer Veteran Self-Identification Form** (see Jobs For Kats section below)
- ___ ❖ **Voluntary Self-Identification of Disability** (see Jobs For Kats section below)
- ___ ❖ **New Employee Packet – Hourly Student Employees** sent to New Hire email to hrstudenthire@shsu.edu
- ___ New Employee Packet – Hourly Student Employees received by hiring department and verified that all forms are complete
- ___ ❖ Selective Service Registration Verification, if applicable. Send via fax (43611), campus delivery, or hand delivery.
- ___ ❖ **Form I-9** and supporting documents. Send via fax (43611), campus delivery, or hand delivery.
- ___ ❖ **Form W-4**. Send via fax (43611), campus delivery, or hand delivery.
- ___ ❖ **If International Student** – Copy of: Visa, Passport, I-20, I-94, and Social Security Card. Send via fax (43611), campus delivery/hand delivery.

Jobs for Kats:

- ___ Position has been posted on Jobs for Kats 5 or more business days or 7 calendar days. Posting Date: _____
- *****The below documents should be listed as required documents and students should submit them through Jobs for Kats**
- ___ State of Texas Application for Employment
- ___ Pre-Offer Veteran Self-Identification Form
- ___ Voluntary Self-Identification of Disability

These documents should be sent via email along with the New Employee Packet – Hourly Student Employees.

For Additional Information:

- ___ [New Hire Department Guide: Student Workers](#)
- ___ [Additional Job Department Guide: Student Additional Job](#)
- ___ [Personnel Action Form Deadlines](#) (EPAF) – Note: these are Payroll deadlines, check with your Chair/Director/Dean’s office to see if they have specific deadlines for your area.
- ___ [Out of State Employment](#)
- ___ [Human Resources Policies](#)
- ___ [28 Hour Workweek – Section 17](#)
- ___ For assistance, please call 936/294-1069

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 [University Forms](#) page.

***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.