

Sam Houston State University Human Resources

Checklist—Faculty Employees

Employee Name _____ SAM ID: _____ Hire Date _____

Hiring Department: _____ Form completed by (print name): _____

NOTE: Please complete **only** the section that is applicable to the type of faculty EPAF you are processing (New Faculty, Teaching Overloads, or Transfer to Tenure Track), sign the bottom and submit this page along with the required documents to Academic Affairs.

❖ Denotes required documents that must be submitted to Academic Affairs for EPAF approval.

**NEW FACULTY - Tenure Track, Lecturer-Pool, Clinical, Visiting Asst Professor
(or returning faculty after a long semester break in service)**

- ___ ❖ **Criminal Background Check** policy has been verified in accordance with [Human Resources Policy ER-9](#) for applicant selected to fill a security sensitive position. Request submitted and results have been received from HR. **attach printed email**
- ___ ❖ **Social Security Card copy attached with SSN redacted**
Employee has been advised that he/she must provide an original, valid social security card at HR New Employee Orientation. If original 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 the HR 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.
- ___ ❖ **Online employment application** is complete through PeopleAdmin – **print and provide copy**
- ___ ❖ Faculty Credential Review Form
- ___ ❖ Letter from Chair/Dean
- ___ ❖ Vitae/Resume
- ___ ❖ Acceptance Letter – can be forwarded to Academic Affairs upon receipt, it is not necessary to hold the packet for this
- ___ ❖ English Language Proficiency Form
- ___ ❖ Three (3) Recommendation Letters
- ___ ❖ **Official** Transcripts for all degrees
- ___ ❖ [Employee Statistical Data Sheet](#) is complete *and attached*. (Revision 11/2015)
ALSO *scan and email to employment@shsu.edu with "New Hire Faculty" in the subject line*
- ___ **HR New Employee Orientation Attendance** - Employee has been informed that they must attend before the beginning of the semester a Human Resources New Employee Orientation Session or visit the HR office (appointment required) in order to complete necessary HR processing to include, I-9, Direct Deposit, required employment, insurance, and retirement.
- ___ ❖ **U.S. Selective Service Registration required proof must be attached and forwarded to Human Resources**
It is required that male applicants, age 18 to 25, present proof of registration at the time of the job offer.
[More about U.S. Selective Service Registration](#)

**STAFF TEACHING OVERLOADS
(staff who are teaching for the first time)**

- ___ ❖ [Faculty Application](#) – first time teaching only
- ___ ❖ Faculty Credential Review Form
- ___ ❖ Letter from Chair/Dean
- ___ ❖ Vitae/Resume
- ___ ❖ English Language Proficiency Form
- ___ ❖ Three (3) Recommendation Letters
- ___ ❖ **Official** Transcripts for all degrees

**TRANSFER TO TENURE TRACK
From Lecturer-Pool, Clinical, Visiting Asst Professor
(with no long semester break in service)**

- ___ ❖ **Online employment application** is complete through PeopleAdmin – **print and provide copy**
- ___ ❖ Faculty Credential Review Form
- ___ ❖ Letter from Chair/Dean
- ___ ❖ Updated Vitae/Resume showing SHSU Service
- ___ ❖ Updated **Official** Transcript if additional degrees are earned since initial employment

Hiring Department Signature _____
Department Representative –Signature _____ Date _____

___ **HR Only:** Appropriate Section of New Employee Checklist is complete and required documents to HR.

HR Department—Print Name _____

HR Department Signature _____

Date _____

SHSU Faculty Processing Reminders and Helpful Hints

Returning Faculty – Reappointments (Lecturer-Pool, Staff who are teaching)	No long semester break in service. Need Letter from Chair/Dean– routed through Academic Affairs
Early Retirees	Early Retirement Agreement will be generated by Academic Affairs. EPAF to set them up as ER (HIRE46), keep their faculty title and position # (Call HR for correct Employee Type/Class) HR will contact Retiree about necessary HR paperwork.
Salary Calculation for EPAF	Annual Salary: monthly rate x 9 months x FTE = \$_____. Actual Salary: monthly rate x # of months to be paid x FTE = \$_____.
International Faculty	EPAF queue must include <ul style="list-style-type: none"> • International Programs • Tax Specialist Cannot work past expiration date on I-20 <ul style="list-style-type: none"> • Must complete and submit Separation EPAF <ul style="list-style-type: none"> • Faculty – TERM02
Grant Funded Positions	EPAF queue must include Research Administration
EPAFs for creating online classes	EPAF queue must include William Lee Angrove

EPAF Query Dates of Importance

Semester	Query Date	Begin date for semester	End date for semester
Fall	09/01	09/01	01/15
Spring	01/16	01/16	05/31
Summer I – only	06/01	06/01	07/15
Summer II – only	07/16	07/16	08/31
Summer I and Summer II	06/01	06/01	08/31

EPAF – Hours/Day/Pay/FTE

FTE	Hours Per Day	Hours Per Pay	FTE	Hours Per Day	Hours Per Pay
.08	1	6.94	.59	4.72	51.14
.16	1.28	13.87	.66	5.28	57.20
.17	1.36	14.73	.68	5.44	58.94
.25	2	21.67	.75	6	65.00
.34	2.72	29.47	.84	6.72	72.80
.42	3.36	36.40	1.00	8	86.67
.50	4	43.34			

How to calculate and example of Hours per Pay, Hours Per Day and FTE

- $86.67 \times \text{FTE} = \text{Hours Per Pay} = (86.67 \times .75 = 65.00)$
- $8 \times \text{FTE} = \text{Hours per day} = (8 \times .75 = 6)$
- $\text{Hours per day divided by } 8 = \text{FTE} = (6 \text{ divided by } 8 = .75)$
- $\text{Hours per pay divided by } 86.67 = \text{FTE} = (65.00 \text{ divided by } 86.67) = .7499 = \text{round up to } .75$

Department Copy