

Student Quick Hire Checklist

What is a quick hire? It is used to hire a student who has not worked on campus before.

___ **Create a position if you do not have one.** Please complete a [New Position Data Form](#) found on the HR website and forward it to Rosie Olivo (ro03@txstate.edu) in Human Resources.

___ **Send the Eligibility Letter (Work-Study) to Financial Aid & Scholarships Office-** A copy of the letter should be on file in the Financial Aid Office located in the **JCK building suite 240.** Time entry will be affected if this letter is not sent. The preference of the FASO is to have it BEFORE the student begins employment.

___ **Student Worker Safety Orientation** Beginning with the Fall 2007 semester it is a requirement that all student workers complete the safety orientation training course administered by Risk Management and test with a score of 70% or higher. The training is required TO BE COMPLETED ONCE during their employment at Texas State University-San Marcos.

The Student Worker Safety Orientation program is available on TRACS. To gain access for the student to complete the training on TRACS, please send his/her TxState email address to ehs@txstate.edu.

Once the student receives an email notification that they have been added to the specified TRACS site, they can complete the training on line.

___ **Direct Deposit-** Students must either sign up for direct deposit or opt-out. Information is available [online](#).

Human Resources will need the following:

Instruction	Information
Complete a Quick Hire PCR.	The PCR must be signed by an account manager. The position should read VACANT. Please note the name and ID number of the student being replaced in the comments section, if a separation has been submitted. Keep a copy for your files.
Student completes a W-4.	Click here for the form. Check to make sure that EITHER line 5 or 7 is completed. Both lines should not be completed as noted in the instructions on the form. Check for the student signature and date.
Male students submit proof of Selective Service.	Go to http://www.sss.gov and locate the 'Check A Registration' link. Print a copy of the online verification of "Proof of Selective Service Registration". Keep a copy for your files. Who must register?
Complete the I-9. Employer submits copies of the original proof viewed.	Instructions and I-9 form I-9 should be completed by the 3 rd day of work. Signatures and dates are required of the student and employer. The start date of employment is listed on the I-9 and it will be compared to the start date on your PCR. About the I-9
Complete the Acknowledgement Form and give the information listed to the student.	Print this brochure on Workers Compensation Benefits and give it to the student. The Acknowledgement Form has a list and the attachments of the other information required for distribution. Form can be found on the HR site by clicking on the HR FORMS tab; under NEW HIRE FORMS.

	Submit to OSP for approval on grant funded positions.	Only applies to grant funded positions. The Office of Sponsored Programs will forward the packet to HR after it has been approved there.
	Meet the processing deadlines.	PCRs with original signatures must be received in the Human Resources office by the published deadlines for timely processing. For pay dates, click here .

Human Resources must receive the original, signed paperwork by campus mail or in person.

FORM UPDATE 6/2008

ACKNOWLEDGEMENT FORM

TEXAS STATE UNIVERSITY – SAN MARCOS

Student Employee (Section I):

Student Name		Student ID #	
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Are you related by blood or marriage, to any member of the Board of Regents, Texas State University System? () No () Yes

Do you have relatives, by blood or marriage employed at this institution? () No () Yes

If yes, give:

Name	Department	Relationship
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Name	Department	Relationship
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*Student Signature: _____ Date: _____

Student Employee Acknowledgement (Section II):

Your signature at the bottom of this section certifies that you have been provided with copies of the following:

- [Notice of Workers' Compensation Benefits](#)
- Multiple Employments with the State
- Illegal Discrimination Policy
- Retaliation Prohibited for Reporting Violation of Law
- Standards of Conduct for State Employees
- Eligibility for Employment
- Student Right-to-Know and Campus Security Act
- State Property—Liability for Property Loss
- Political Aid and Legislative Influence Prohibited

I acknowledge that I have received the documents and handouts listed and I understand that I am responsible for reading all the information provided. I agree to comply with all Texas State University-San Marcos procedures, policies and conditions of employment. I also agree that it is my responsibility to promptly complete and return forms to my supervisor. I understand that my department or Career Services will provide me with assistance should I have questions concerning this information.

*Student Signature: _____ Date: _____

Employer Section:

Signature of Account Manager/Authorized Representative

Date

Account Manager/Authorized Representative
(Please print)

Department

Phone

Important Notice: Laws, policies, rules, and regulations relating to the above items change periodically; before taking actions based on information contained in your packet, please check first with your supervisor.

Distribute the following information to the undergraduate student employee to keep.

Print a copy of the [Notice of Workers' Compensation Benefits](#) brochure.

Outside Employment/Activities (Multiple Employment with the State)

(TEXAS STATE/Upps No. 04.04.06)

To Work in Another State ,Federal, Local government or Public

Higher Education Institution Job Before accepting a second job with another state or federal agency, local government or public higher education institution, you must complete a few forms. You must complete Texas State's Request for Public Outside Employment/Activity and an Additional State of Texas Employment/Activity Acknowledgement Form. Give these documents to your supervisor for processing and forwarding to your divisional Vice President. If your Vice President approves, you may accept the second job.

Upon accepting the second job, you must keep Texas State and the other agency informed of any future change relating to your dual employment.

If the outside employment is approved the forms will be sent to Human Resources and added to your personnel file.

Illegal Discrimination Policy

(TEXAS STATE/Upps No. 04.04.46)

Purpose Texas State forbids illegal discrimination on the basis of race, color, national origin, age, ethnicity, religion, sex, disability, or sexual orientation. Faculty, staff, and students who discriminate against others on these grounds in any Texas State program are subject to disciplinary action, including termination.

Reporting Discrimination If you believe someone has discriminated against you, you can try to resolve the matter by speaking with the other person. Or, you can report it to your director or chair, the other person's supervisor or manager, or the Director of Equity and Access. If you purposely file a false charge, you are subject to disciplinary action.

Your report can be oral or in writing.

If you receive a report, act promptly. Maintain confidentiality. Review the Upps for further guidance. Above all, contact the Director of Equity and Access at 245-2539.

Investigating Reports of Discrimination The Director of Equity and Access will review the concerns outlined in the report. Resolution may be attempted. If the problem is not resolved and a formal investigation is needed, a panel will be formed from the Equity and Access Investigation Committee. The panel will gather facts. Witnesses may be called. The panel will give its written findings to both parties and to your vice president.

Texas State prohibits retaliation against anyone who files a report or assists in an investigation.

Disposition The vice president will resolve the complaint promptly. If needed, disciplinary action may be taken. The vice president's decision is final. It cannot be grieved or appealed. Only the severity of the disciplinary action can be grieved or appealed.

Retaliation Prohibited for Reporting Violation of Law

- (a) A state or local governmental entity may not suspend or terminate the employment of, or take other adverse personnel action against, a public employee who in good faith reports a violation of law by the employing governmental entity or another public employee to an appropriate law enforcement authority.
- (b) In this section, a report is made to an appropriate law enforcement authority if the authority is a part of a state or local government entity or of the federal government that the employee in good faith believes is authorized to:
 - (1) regulate under or enforce the law alleged to be violated in the report; or
 - (2) investigate or prosecute a violation of criminal law.

Amended by Acts 1995, 74th Leg., Ch. 721, effective June 15, 1995.

Standards of Conduct for University Employees

Standards of conduct appear in the Texas State University System Rules and Regulations, the Texas Government Code and other state law. If you violate these standards, you may be discharged. Here is a summary of the standards:

1. Do not accept or ask for any gift, favor, or service that might tend to affect how you do your job. If you know or should know that you are being offered something to affect how you do your job, do not accept it.
2. Do not use your job to secure special favors or exemptions for yourself or others, except as may be allowed by law.

3. Use good judgment in your outside activities. If these activities require or suggest that you disclose confidential information that you have learned on your Texas State job, do not take part. If they might impair your judgment on your Texas State job, do not take part.
4. Do not invest in any private undertaking that could create a major conflict between your interests and the public interests of Texas State.
5. Do not ask for, accept, or agree to accept any benefit for doing your job in a way that favors another person.
6. Do not disclose or use confidential information you learned because of your job for your own gain or benefit.
7. You may be an officer, agent, member or controlling owner of a private entity. If so, do not conduct any Texas State business with this entity unless the Board of Regents has decided that no conflict exists.
8. Do not accept any pay for doing your job from any source other than the State, except as otherwise provided by law.

Eligibility for Employment

Texas State complies with the Immigration Reform and Control Act of 1986. Each staff member must prove identity and eligibility to work in the United States. Staff members must complete a Department of Homeland Security Form I-9. Human Resources maintains a complete list of documents which are accepted by Texas State as proof of identity and eligibility.

Student Right-to-Know and Campus Security Act

Campus Watch, the annual campus security report for Texas State, includes descriptions of campus crime prevention programs, procedures for reporting crimes on campus and information about the number and frequency of crimes reported to the University Police Department in the last three years. It also provides summaries of Texas State's policies for campus security and law enforcement related to sexual offenses, liquor law violations, and controlled substance offenses. The Campus Watch is available on the Texas State Website at <http://www.police.txstate.edu>, in the Offices of Admissions, Graduate College, Personnel or the University Police Department or in Texas State's "Schedule of Classes", or you may call (512) 245-2890 to have a copy mailed to you free of charge.

Texas Government Code 403.275 – Liability for Property Loss

§ [403.275\[0\]](#). LIABILITY FOR PROPERTY LOSS. The liability prescribed by this [section\[0\]](#) may attach on a joint and several basis to more than one person in a particular instance. A person is pecuniarily liable for the loss sustained by the state if:

- (1) agency property disappears, as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care for its safekeeping;
- (2) agency property deteriorates as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care to maintain and service the property; or
- (3) agency property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any state official or employee.

Added by Acts 1991, 72nd Leg., 2nd C.S., ch. 8, § 2.30.

Political Activities

(TEXAS STATE/UPPS No. 04.04.01, 04.04.06 and 07.04.05)

What Is Allowed State law allows you to take part in politics. You may serve as a member of the governing body of a school district, city, town, or other local governmental district. However, you may not receive pay for serving. If you are elected or appointed to a paying position, you have three options:

- You can leave Texas State.
- You can refuse the pay.
- Or, you can apply for a Leave of Absence Without Pay.

Your Responsibilities In taking part in politics, you must not create the impression that you officially represent Texas State. You must also not neglect your duties at Texas State.

The Dean of Students has set guidelines for political activity on campus

Information Security

(TEXAS STATE/UPPS No. 04.01.01)

You may not use any component of the Texas State computer network to violate the security of any other user system or network. If you attempt or succeed in such actions, you can lose your network access privileges. You may be disciplined, suspended or discharged. You may also be subject to prosecution.

If you are issued an account (username, NetID) for access to the network, you are responsible for any actions that take place in your account. Do not give others access to your account. If you suspect any violation of network security, report it to the Technology Resources department as soon as you can.

Appropriate Use of Information Resources

(TEXAS STATE/UPPS No. 04.01.07 and 01.04.24)

In accepting any Texas State computer account (username, NetID, or any other access ID), you agree to abide by applicable Texas State policies and legal statutes, including all federal, state, and local laws. These include all policies that address the usage of your Texas State computer account and Texas State information resources. These also include policies and statutes that prohibit harassment, plagiarism, or unethical conduct, or that pertain to theft, copyright infringement, software license violations, attacks on networks and computer systems, and other computer-related crimes. Texas State reserves the right at any time to limit, restrict, or revoke your access to its information resources and to take disciplinary and/or legal action against anyone who violates these policies or statutes.

Confidential Information

(TEXAS STATE/UPPS No. 01.04.30)

State and federal laws govern the release of information about students and employees. Texas State procedures provide guidance on this subject.

If you have access to confidential data, guard it. Do not discuss it except when you are required to do so as you perform your job. Unless you choose to keep the information confidential, your home address home telephone number, and some family data is public information. However, you can block public access to this information by signing a statement in Human Resources.

Copyrighted Computer Software

(TEXAS STATE/UPPS No. 01.04.24)

While conducting University business or using University facilities, you may neither use nor provide for use of software in any manner that violates license agreements. You are responsible for discerning and complying with the software's copyright restrictions, regardless of how the software was obtained.

Network Usage

(TEXAS STATE/UPPS No. 04.01.05)

As a user of the campus network, you may not alter, extend, or re-transmit network services in any way. You are prohibited from attaching or contracting with a vendor to attach equipment such as routers, switches, hubs, firewalls or wireless access points to the University network without prior authorization from Technology Resources. You may not disable or otherwise interfere with the proper operation of any method or device employed to protect any computer or other network component.

Department Rules

Each department is allowed to set its own rules and procedures. These may address standards about how you dress, take breaks, and use radios in the office. They may also address office décor, absences from work, and other subjects. Such rules must fall within the limits set by the Regents' System Rules and Regulations and Texas State policies. If you do not abide by these rules, you are subject to disciplinary action.