

## Student Employment Quick Rehire Checklist

**What is a quick rehire?** It is used to hire a student who has previously worked for Texas State, but is not currently working for Texas State. NOTE: Please include student's PLID and assignment number in comments if re-hiring them into the same job.

\_\_\_ **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) in Human Resources.

\_\_\_ **Send the Eligibility Letter (Work-Study) to the Financial Aid and 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](mailto: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 Rehire PCR.	NOTE: Please include student's Person ID number (PLID) and assignment number (PRNR) if re-hiring the student into the same job.  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.
Student completes a W-4.	Click <a href="#">here</a> 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.
Complete the I-9 if more than one year has lapsed since last employed.	<a href="#">Instructions and I-9 form</a> I-9 should be completed by the 3 <sup>rd</sup> business 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. <a href="#">About the I-9</a>

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.	Click <a href="#">here</a> for the PCR deadlines. For pay dates, click <a href="#">here</a> .
Student Worker Safety Orientation	

Human Resources must receive the original, signed paperwork by campus mail or in person. Please remember to also submit the Acknowledgement Form when routing your PCR and support documents to HR. Form can be found on the HR site under FORMS and then under NEW HIRE FORMS.