

Student Employment Quick Rehire Checklist

What is a quick rehire? It is used to hire a student who has previously worked for Texas State in an hourly position, 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 Katie Bonner (KB1367@txstate.edu) 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.

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](#).

___ Election for Online W-2 Delivery- Electronic delivery of annual W-2 is encouraged. Direct student to instructions [online](#) to sign up through the SAP Portal.

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 E-PCR will be routed to the account manager for signature. The selected 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 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.
*Complete the electronic I-9 Complete E-Verify process, if previous record does not exist	Access http://ows01.hireright.com/login/ . Sec. 1 must be completed no later than the 1st day of employment. *1st - 3rd day of employment, employer reviews submitted employment eligibility and identification documents; completes Sec 2 or Sec. 3- Reverification and Rehires. Complete E-Verify process and receive validation if no record already exists.

Meet the processing deadlines.	Click here for the PCR deadlines. For pay dates, click here .
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All support documents must be attached electronically to the E-PCR, using the correct naming convention. Remember to also attach the Hourly Student Worker Acknowledgement Form. The form can be found on the HR site under FORMS and then under [NEW HIRE FORMS](#).