

International Student Hire Checklist

If hiring an international student, you MUST contact Sally Moss, SM15, in the Payroll Office prior to submitting the E-PCR and hiring documents to the HR MDC. Employees can be taxed incorrectly and will possibly owe IRS money if the Payroll Office is not aware of the hire.

	Instruction	Information
	Student needs to have a valid SSN or receipt showing they have applied for one	If you have a person with a temporary SSN starting with 77, send them to the International Office. They will give them a letter which they will take to the SSA office in order to obtain a valid number. When the permanent SSN is received, please forward a copy to HR and have the student meet with Sally Moss in Payroll to complete their W-4 form.
	Student should complete any portion of the Foreign National Information Form that is possible	This should be done prior to meeting with Sally Moss. To access this form, follow the link provided: http://www.txstate.edu/payroll/resourcesforms/payrollforms.html This is needed to determine the individual's correct tax status.
	Student provides - I-94 - U.S. Visa - I-20 or DS2019	This is needed to determine the individual's correct tax status. Student Visa Information
	Include a copy of the passport page with expiration date of passport	This is needed to determine the individual's correct tax status.
	Student and department complete the I-9 if the student has never worked on campus before. Employer submits copies of the original documents viewed.	Instructions and I-9 form I-9 should be completed on the 1 st day of employment. 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.
	Department completes a quick hire or quick rehire PCR	The E-PCR will be electronically routed to the account manager for signature.
	Student and department complete the Acknowledgement Form and give the information listed to the student	Print the Notice of Workers Compensation Benefits brochure and Network Requirements and give it to the student. The Acknowledgement Form has a list and the attachments of the other information required for distribution.
	Provide copies of the E-PCR and I-9 to the student	
	Student must meet	1) They have not worked on campus before

with Sally Moss at Payroll bringing the I-94, visa, I-20/DS2019, passport and PCR if:	<p>2) They have not seen Sally in the last 6 months</p> <p>3) They are changing from a salaried to hourly position or vice versa (e.g. – GA to Student Worker or Student Worker to GA)</p>
Meet the processing deadline	E-PCRs must be received in the Human Resources MDC by the published deadlines for timely processing. For pay dates, click here .
Student Worker Safety Program	<p>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.</p> <p>The Student Worker Safety Orientation program is available on TRACS. To gain access for the student to complete the training on TRACS, please send their TxState email address to ehs@txstate.edu.</p> <p>Once the student receives an email notification that they have been added to the specified TRACS site, they can complete the training on line.</p>

All support documents must be attached electronically to the E-PCR, using the correct naming convention. Please remember to also attach the Acknowledgement Form. Forms can be found on the HR site under FORMS and then under NEW HIRE FORMS.

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