**What is an additional appointment?** It is used to hire a student who already holds another hourly student position on campus.

[ ]  **Create a position if you do not have one**. Please complete a [New Position Data Form](https://gato-docs.its.txstate.edu/jcr%3A9c070962-29c4-4430-9650-8a562f383962/NPDF%201_2021.docx) found on the HR website and forward it to the Human Resources MDC mailbox: hr\_mdc@txstate.edu.

[ ]  **Create a Work Study Authorization via the online** [**Financial Aid Work Study Tool**](https://tim.txstate.edu/workstudy)**. For assistance, you may:**

* View the [Quick Reference Video](https://mediaflo.txstate.edu/hapi/v1/contents/permalinks/s8CXy6f4/view)
* View the [User Guide](https://www.finaid.txstate.edu/forms/wkstdy-guide.pdf)

Email Financial Aid and Scholarships at workstudy@txstate.edu

[ ]  **Direct Deposit**- Students must either sign up for direct deposit or opt-out. Information is available [online.](http://www.txstate.edu/payroll/resourcesforms/directdeposit.html)

**Human Resources will need the following:**

(Due to the fact this is an additional appointment, original I-9 record and student application should already be on file **in HR)**

|  |  |  |
| --- | --- | --- |
|  | **Instruction**  | **Information**  |
|  | Complete an Additional Appointment PCR.  | 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 PCR has been submitted but not processed to terminate the previous holder. |
|  | Student completes a W-4.  | The W-4 can be completed through the SAP Self-Serve Portal once their PCR has been processed. From the SAP Portal, the W-4 option is under the tile “Payroll-Benefits” tab.  |
|  | The E-PCR will route to OSP for approval on grant funded positions.  | Only applies to grant funded positions.  |
|  | Meet the processing deadlines.  | E-PCRs must be received in the Human Resources MDC by the published deadlines for timely processing. Click [here](https://www.hr.txst.edu/mdc/staff-pcr/pcr-deadlines.html) for the PCR deadlines. For pay dates, click [here](https://www.txst.edu/payroll/Payroll-Calendars.html).  |

All support documents must be attached electronically to the E-PCR, using the correct naming convention. Remember to attach the [Hourly Student Worker Acknowledgement Form](http://gato-docs.its.txstate.edu/jcr%3A1f13574a-599d-4af6-971c-7e0850fbf303/Hourly_Student_Worker_Acknowledgement_Form.pdf). The form can be found on the HR site under [FORMS](https://www.hr.txst.edu/forms.html) and the under New Hire Support (Hourly Student Worker)[.](http://www.hr.txstate.edu/Forms/newhireforms.html)