

Student Quick Hire Checklist

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

___Need a new hourly student worker position? Please complete a [New Position Data Form](#) found on the HR website and forward it to Katie Bonner (KB1367) 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.

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.

STEPS TO FOLLOW

2 - # 4 support documents will need to be scanned and attached to the E-PCR and routed to Human Resources. Please use the correct naming convention for each attachment.

	Instruction	Information
1	Complete a Quick Hire PCR	The E-PCR will be routed to the account manager for approval. The selected position should read VACANT when searching for the position number to fill. 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. Keep a copy for your files.
2	Student completes a W-4	Click here for the form. Check to make sure that EITHER line 5 or 7 is completed. <u>Both</u> lines should not be completed as noted in the instructions on the form. Check for the student signature and date.
3	Male students (18-25) 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?
4	Complete the Hourly Student Worker Acknowledgement Form	Hourly Student Worker Acknowledgement Form Student employee must complete and sign. Account Manager or designated representative must also sign as the employer.

5	Invite Applicant; Complete the Electronic I-9; Complete E-Verify	Access http://ows01.hireright.com/login/ <ul style="list-style-type: none"> • Forward I-9 request to selected student, requesting completion of Sec 1; must be completed no later than 1st day of employment • 1st- 3rd day of employment, employer views submitted employment eligibility and identity documents; completes Sec. 2 • Complete E-Verify process and receive validation
6	Handouts for Student	Print the Notice of Workers Compensation Benefits brochure and Network Requirements and give to the student.
7	Meet the processing deadlines	E-PCRs must be received in the Human Resources office by the published deadlines for timely processing. For pay dates, click here .