

## Student Employment Additional Appointment Checklist

**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](#) found on the HR website and forward it to Katie Bonner ([KB1367@txstate.edu](mailto: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.

     **Direct Deposit-** Students must either sign up for direct deposit or opt-out. Information is available [online](#).

### 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.	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.
	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.	E-PCRs must be received in the Human Resources MDC by the published deadlines for timely processing. For pay dates, click <a href="#">here</a> .

All support documents must be attached electronically to the E-PCR, using the correct naming convention. Remember to attach the Acknowledgement Form. The form can be found on the HR site under FORMS and then under [NEW HIRE FORMS](#).