



**Human
Resources**

A&M-COMMERCE

A&M-Commerce Student Hiring Training Guide

Questions: Contact Human Resources
P: 903-886-5852 or E: HR.studenthiring@tamuc.edu

Updated: February 19, 2018

HR STUDENT HIRING POLICIES & HIRING PROCESS



Welcome

1.) What is the purpose of student employment? (other than the obvious)

Educational opportunity to provide work force experience, help establish work ethics and grow professionally.

2.) As employees of the University, what is our primary role in student employment?

Provide work force education for out students that includes, preparing resumes, searching for jobs and properly applying for positions (through recruitment), expose them to the interview process, scheduling work hours, onboarding, accountability, etc.

LAWS, POLICIES, PROCEDURES & RULES

- × **Federal Form I-9**
 - + Immigration Reform and Control Act of 1986 (IRCA of 1986)
- × **Student Hiring**
 - + System Regulations
 - × Student Employment – 33.99.08
 - × Criminal History Background Checks – 33.99.14
 - × Fair Labor Standards Acts – 33.05.02
 - × Employment of Foreign Nationals – 33.99.09
 - × Employee Insurance and Retirement Benefits – 31.02
 - + University Procedures
 - × Student Employment – 33.99.08.R1
 - × Criminal History Background Check – 33.99.14.R1
 - × Student Employee Grievance and Appeal Procedure – 33.99.08.R1.01
 - × Undergraduate Student Load – 11.04.99.R0.04
 - × Graduate Student Load – 11.04.99.R0.19
 - × Graduate Assistantships – 33.99.08.R1.01
- × **Training**
 - + Federal Regulation
 - × Code of Federal Regulation Title 29: Labor Part 785 Hours Worked
 - + System Regulation
 - × Required Employee Training – 33.05.02

WHAT IS FORM I-9?

- ✘ Federally required three part form
 - + Sec. 1 –filled out by employee **on or before the 1st day of employment**
 - + Sec. 2 – completed by HR after verifying employees required documents
 - ✘ TAMUC rule – **MUST** be completed **on or before 1st day of employment**
 - ✘ Employee must present original documents to HR
 - * [USCIS List of acceptable documents](#)
 - + Sec. 3 – Re-hires (**completed on 1st day of re-employment**), or name change
- ✘ Verifies employment eligibility
- ✘ Must be filled out by ALL employees
- ✘ Comply with IRCA of 1986 (Immigration Reform and Control Act)
 - + Prohibits employers from:
 - ✘ hiring individuals (including U.S. citizens) for employment without verifying their identity and employment authorization
 - ✘ hiring individuals for employment in the U.S. knowing they are not authorized for employment
 - ✘ continuing to employ individuals knowing that he or she is unauthorized for employment



FORM I-9 FEDERAL PENALTIES

- ✘ Debarment from participating in federal contracts
- ✘ Removal of federal grant funding
- ✘ \$375.00 - \$16,000 per violation
 - + Knowingly hiring an employee without verification
- ✘ \$110 - \$1,110 per violation
 - + Failing to produce a Form I-9
- ✘ Trump administration has increased I-9 audits
- ✘ Oct. 2017 – May 2018:
 - + 3,510 worksite investigations
 - + 2,282 I-9 audits
 - + 594 criminal and administrative worksite related **arrests**

STUDENT EMPLOYEE DEFINITIONS

Student Employee – student enrolled at A&M-Commerce, working part-time, on or off campus and processed through A&M System payroll under a **student employee job profile code**

- + **Student Worker** - undergraduate student processed through system payroll under **student employee job profile code**, department pays 100% of student wages
- + **Work Study** – student who is processed through system payroll under **work study student employee job profile code**, who is awarded **federal or Texas College Work Study** funding through Financial Aid. University pays portion of student salary
- + **Graduate Assistant** – graduate student processed through system payroll under **Graduate Assistant employee job profile code**, University pays 100% of wages

NOTE: Any employee enrolled at Texas A&M University-Commerce as a student, **MUST** be employed under a student employee job profile code to meet FERPA compliance and protect student information.

***Students **CANNOT** be hired as task workers.

STUDENT HIRING RULES: EMPLOYMENT PROVISIONS

× Student Employees:

- + Shall be employed without regard to race, color religion, sex, national origin, disability, age, genetic information or veteran status
- + Shall not work during hours in which their classes are scheduled
- + Recruited through Hirealion (*powered by Handshake*)
- + Complete a background check
 - × An email request is sent to the individual (copying the department) from **Sterling Talent Solutions**. A response and submission is required within **72 hours**. Until the individual has completed the submission of the background check, the hire will not be moved forward
- + Complete ***onboarding process, Form I-9, employee required training*** and if applicable ***orientation*** before commencing work
 - × Training and Orientation relating to the position are considered worked hours. Must be in a hired employee status prior to completing training and orientation

STUDENT WORKERS & WORK STUDY

✘ EMPLOYMENT PROVISIONS:

- + **Shall not** be placed in budgeted positions
- + **Shall not** work more than an average of 19 hours per week during the Spring and Fall terms
- + Student Workers not enrolled in courses may work full-time (up to 40 hours) during interim periods (between semesters and during the summer)
- + Student employees do not need to be enrolled during the summer to maintain employee status as long as they intend to enroll for the fall term

HIRING DEPARTMENT RESPONSIBILITIES:

- ✘ List position vacancies for a minimum of 5 business days on Hirealion (*powered by Handshake*)
- ✘ Review applications, conduct interviews, make offer
- ✘ Notify employee of position requirements:
 - + HR onboarding requirements (confirm they have I-9 verification documents), pay rate, hours, start date
- ✘ Initiate pre-hire form
 - + Laserfiche document: <https://dms.tamuc.edu/Forms/PreHireDept>
 - + Attach required hirealion documents to pre-hire form
 - + Attach Work Study permit (if applicable) to pre-hire form
- ✘ Track hire process in Workday
- ✘ Ensure that all students employed for the first time and those re-employed have **completed** all required paperwork by Human Resources, including background check and federally required Form I-9

GRADUATE ASSISTANTS

× EMPLOYMENT PROVISIONS:

- + Shall not work more than 20 hours a week
- + Must meet Graduate School requirements and adhere to Graduate School Procedure ([33.99.08.R1.02](#))
 - × Accepted into a graduate program
 - × Enrolled in required # of hours
 - × Completed RCR training (if applicable)
 - × [Graduate Assistant Eligibility Requirements](#)
- + Cannot hold multiple positions as a GA

HIRING DEPARTMENT RESPONSIBILITIES:

- ✘ List position vacancies for a minimum of 5 days on Hirealio, *powered by Handshake*
- ✘ Review applications, conduct interviews, make offer
- ✘ Notify employee of position requirements:
 - + HR onboarding requirements (has I-9 verification documents), pay rate, hours, start date
- ✘ **NOTIFY COLLEGE BUDGET COORDINATOR of hire and provide candidate information**
 - + Name and email address
 - + Hirealio docs
- ✘ **BUDGET COORDINATOR will initiate pre-hire form via Laserfiche**
 - + Laserfiche document: <https://dms.tamuc.edu/Forms/PreHireDept>
 - + Attach required hirealio documents
- ✘ Ensure that all students employed for the first time and those re-employed have **completed** all required paperwork by Human Resources, including background check and federally required Form I-9

STUDENT EMPLOYEE JOB PROFILE CODES

HR APPROVED STUDENT EMPLOYEE JOB PROFILES

NOTE: *These are master titles that cannot be changed and are tied to the code in Workday. DO NOT USE OTHER job profiles not in this list as it will impact reporting.*

Job Profile Title	Code
GAT – Masters	U9013
GAT – Doctoral	U9012
GAR – Masters	U9011
GAR – Doctoral	U9010
GA Non-Teaching (GANT)	U9003
Student Worker	U7758
Federal Work Study	U7650
State of Texas College Work Study	U7659

STUDENT EMPLOYEE JOB TITLE NAMES

HR APPROVED STUDENT EMPLOYEE JOB TITLE NAMES

NOTE: The job profile title must remain in the title, however, you can add a “-“and type an area of focus on the end

Title	Examples of Area of Focus
GAT (Masters) – AREA OF FOCUS	Administration /Clerical Outdoor Adventures
GAT (Doctoral) – AREA OF FOCUS	Customer Service Subject taught (English)
GAR (Masters) – AREA OF FOCUS	Aquatics Subject researched
GAR (Doctoral) – AREA OF FOCUS	Reporting Events
GANT – AREA OF FOCUS	Football Program Name
Student Worker – AREA OF FOCUS	Farm Data Entry
Federal Work Study – AREA OF FOCUS	Special Projects
State of Texas College Work Study – AREA OF FOCUS	
Student Worker - RA or LEAD RA	

- ✘ EX: GAR – Chemistry Research
- GAR – Ed. Lead Research
- ✘ EX: Student Worker – RSC Club Manager
- Federal Work Study - Farm

WAGE & SALARY TABLES

HR APPROVED STUDENT EMPLOYEE WAGE TABLE

Worker Type	Pay Rate - Min	Pay Rate - Max
Student Worker	\$7.25	\$10.00
Work Study	\$7.25	\$10.00

NOTE: Pay rates above \$10.00 must be justified and approved by Human Resources

GRADUATE ASSISTANT SALARY TABLE

Master's/Specialist (Full-Time, 50%)

Worker Type	Pay Rate - Min	Pay Rate - Max
9 months (fall & spring)	\$8,000	\$16,000
4.5 months (fall or spring)	\$4,000	\$ 8,000
3 months (summer I & II)	\$2,666	\$ 5,328
1.5 months (one summer term)	\$1,333	\$ 2,664

Doctoral (Full-Time, 50%)

Worker Type	Pay Rate - Min	Pay Rate - Max
9 months (fall & spring)	\$10,000	\$18,000
4.5 months (fall or spring)	\$ 5,000	\$ 9,000
3 months (summer I & II)	\$ 3,333	\$ 5,994
1.5 months (one summer term)	\$ 1,666	\$ 2,997

NOTE: Minimum rate for GANTS is \$13.33 an hour

NOTE: Approved by Provost and May Change Each Academic Year

Scheduled Hours / FTE Requirements

- *A full-time graduate assistant works 20 hours per week (50% FTE)
- *A full-time teaching assistant teaches two classes (50% FTE)
- *A half-time graduate assistant works 10 hours per week (25% FTE)
- *A half-time teaching assistant teaches one class (25% FTE)


NEW STUDENT EMPLOYEE ONBOARDING CALENDAR

- ✘ New Student Employees and Re-Hires are subject to the following onboarding / start dates
- ✘ Pre-Hire forms are due 5 working days prior to the onboarding date

EX: Expected Start Date: **Oct 8**
 Pre-hire docs due: **Oct 1**

NOTE: Does not apply to transfers or add jobs

- ✘ Students must come to HR on or before the designated onboarding date to begin employment



New Student Onboarding/Start Date Schedule

FY 2019

Payroll Start	Onboarding/Start Dates	Pre-hire Due
Dec 30	Jan 8	Dec 20
Dec 30	Jan 9	Dec 20
Jan 13	Jan 14	Jan 7
Jan 13	Jan 16	Jan 9
Jan 13	Jan 22	Jan 15
Jan 13	Jan 23	Jan 16
Jan 27	Jan 28	Jan 22
Jan 27	Feb 4	Jan 28
Feb 10	Feb 11	Feb 4
Feb 10	Feb 18	Feb 11
Feb 24	Feb 25	Feb 18
Feb 24	March 4	Feb 25
March 10	March 11	Mar 4
March 10	March 18	Mar 11
March 24	March 25	Mar 18
March 24	April 1	Mar 25
April 7	April 8	Apr 1
April 7	April 15	Apr 8
April 21	April 22	Apr 15
April 21	April 29	Apr 22
May 5	May 6	Apr 29
May 5	May 13	May 6
May 19	May 20	May 13
May 19	May 27	May 20

STUDENT HIRING FLOW CHART

RECRUITMENT: Hirealion (powered by Handshake) **initiated by department**



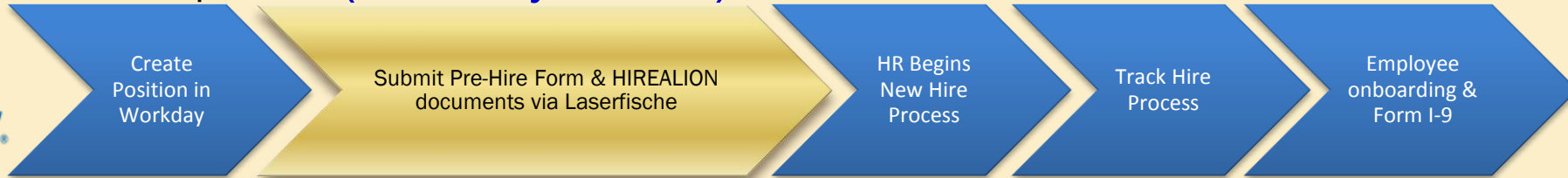
HireaLion
Powered by Handshake

FACULTY & STAFF

- Post your on-campus openings (Part-time & Work Study)
- Register for events
- View employers hiring lions and recruiting on campus



HIRE: Hire business process (**initiated by HR ONLY**)



STEP 1 – CREATE POSITION IN WORKDAY

It is the responsibility of the department to ensure there is a vacant position already available to fill or a new position is created prior to submitting the “Student Pre-Hire Set Up Form”

CREATE POSITION SUMMARY

1. **Search Bar:** Type employees’ immediate supervisor’s name (type partial name and hit enter) in the search bar and select the option with the supervisor’s name, organization number and department
2. **Supervisory Organization:** Click on “Actions”, hover down to “Staffing”, click on “Create Position”
3. **Position Request Reason:** "Create Position - New" (If you are filling a vacancy, the position should already exist)
4. **Job Posting Title:** Enter position title (or working title) (i.e. Student Worker, Student Worker – Summer)
5. **Number of Positions:** If more than one of the same position type is needed, enter the number required

DO NOT change the default compensation settings, they will pre-populate A separate process to enter specific pay rates and costing allocations for individuals hired will occur later in the process

STEP 1 – CREATE POSITION IN WORKDAY cont.

HIRING RESTRICTIONS

6. **Availability Date** and **Earliest Hire Date:** Enter the first day of the month in which the position is being created
7. **Job Family:** SKIP THIS ITEM
8. **Job Profile:** Type in the appropriate code from the list on **slide 12**
9. **Job Description Summary:** (required field) If you do not have a summary created, utilize the specified sample templates provided by HR. [Student & GA Sample Position Descriptions](#)
10. **Job Description:** (required field) If you do not have a position description created, utilize the specified sample templates provided by HR. [Student & GA Sample Position Descriptions](#)
11. **Location:** Enter Commerce TAMUC. **DO NOT CHOOSE Commerce TAMU**
12. **Time Type:** Choose Part Time
13. **Worker Type:** Employee
14. **Worker Sub-Type:** Choose the appropriate position type: (student or graduate assistant)

STEP 2 – CREATE POSTING IN HIREALION

- ✘ **CREATE POSTING IN HIREALION** : <https://tamuc.joinhandshake.com/login>
 - + All student positions (*regular student worker, federal work study and graduate assistant*) for new hires, transfers and add jobs must be posted for a minimum of **5 business days** on *HIREALION* as per [Student Employment Rule 33.99.08.R1](#)
 - + The **ONLY** exceptions are:
 - ✘ Off campus paid internships
 - ✘ Promotion within a department
 - ✘ Additional Job for positions with restrictions such as: specialized training, certification and, or experience (i.e. Lifeguards that have previously held position, etc.). NOTE: Must provide justification in comments section when initiating “Add Job” in Workday
- ✘ To post your positions on HireaLion, *powered by Handshake*, please visit www.hirealion.com
 - + Click on Faculty/Staff
 - + Enter your tamuc.edu e-mail address to get started
- ✘ If you have any questions, please contact Career Development at 903.468.3223

STEP 3 - INTERVIEWS

STEP 4 – MAKE OFFER

- ✘ STEP 3 – CONDUCT INTERVIEWS

- ✘ STEP 4 – MAKE OFFER

- ✘ TIPS:

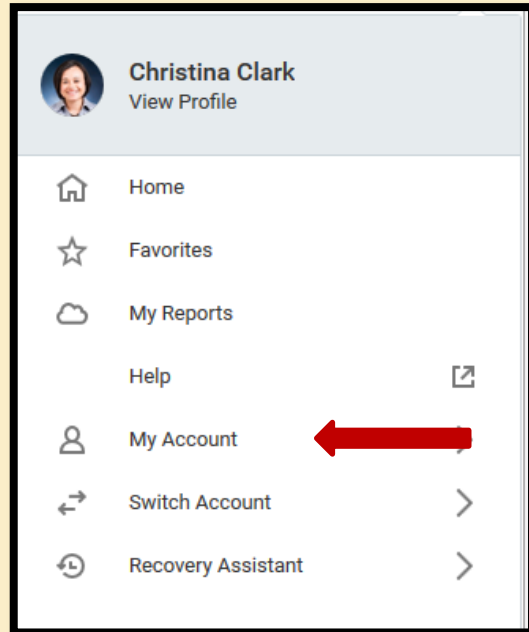
- ✘ Ensure the student is able to meet the demands of the position
- ✘ Ensure the student will be available on first day of work to complete onboarding and hire process
- ✘ Ensure student has the required documents for the federally required Form I-9
 - ✘ Must be **ORIGINAL** documents
 - ✘ [USCIS List of acceptable documents](#)

INTERMISSION - WORKDAY SETTINGS

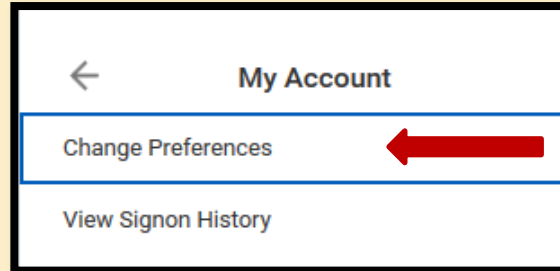
STEP 1 – click on your picture or cloud on the top right hand corner



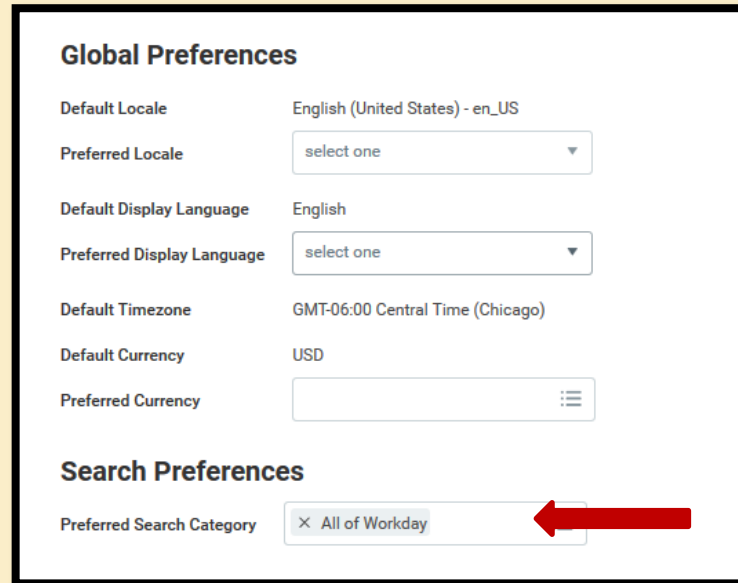
STEP 2 – click on “My Account”



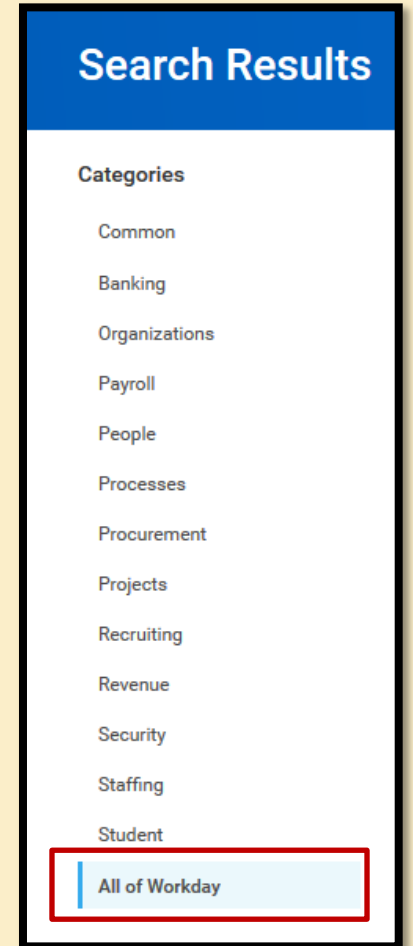
STEP 3 – click on “Change Preferences”



STEP 4 – click in field and select “All of Workday”



Final Product



STEP 5 – WORKDAY GLOBAL SEARCH

- ✘ A global search (All of Workday) **must** be conducted in Workday **prior** to starting the process
 - + If an individual is **NOT** in Workday; submit the Student Pre-hire set up form via Laserfische
<https://dms.tamuc.edu/Forms/PreHireDept>
 - + If an individual **IS** already in Workday, the options are:
 - ✘ Re-hire must be completed, existing pre-Hire (terminated or pre-hire profile previously created)
 - ✘ Add additional job (individual with multiple jobs)
 - ✘ **Note:** Student workers are limited to a combined total of 19 hours & GAs to 20 hours
 - ✘ Transfer (moving from one department to another)

TIP: Never terminate an individual unless it has been verified they will no longer be working for A&M-Commerce in any capacity. If they are moving to another department, use the transfer process


STEP 6 – STUDENT PRE-HIRE FORM

Student Pre-Hire Form is a laserfiche tool that HR will utilize to initiate background checks, complete employee verification in SSO and Workday, and initiate the hire process in Workday.

- ✘ [Pre-Hire Set Up Form](#) (laserfiche form)
- ✘ Completed by the **department** and **selected student employee candidate**
- ✘ Confirm that all entries are legible, legal name and date of birth is correct
- ✘ Copy and paste the URL from the job posting on the pre-hire form. Must follow the specified format.
 - + EX: <https://app.joinhandshake.com/jobs/1995714>
 - + **NOTE:** Screenshots of the Hirealio documents are no longer required on the Pre-Hire form. You will need to copy and paste the URL from Hirealio.
- ✘ All pre-hire forms are due to HR a minimum of **five (5) working days** prior to the designated onboarding date for adequate routing and approval time
 - + **NOTE:** HR does not receive the Pre-Hire Form until the department and the student have completed Section 1 and Section 2 of the form. If the student does not complete Section 2, this will cause delay and push back to the next hiring session.

STEP 6 – STUDENT PRE-HIRE FORM (Dept.)

- ✘ Instructions to fill out the Pre-Hire form can be found on the Human Resources Web Page under Student Employment.
- ✘ Titled: [Instructions to fill out the Online Student Pre-Hire Set Up Form](#)




Student Pre-Hire Set Up

Human Resources

The following information is required in order to initiate the required background check and complete the Pre-Hire Process for Student Workers and Graduate Assistants.

1.) Department & Position Information

(TO BE COMPLETED BY DEPARTMENT HR CONTACT OR DIRECT SUPERVISOR)

Student Employee Name:	Student Employee Email	
<input type="text"/>	<input type="text"/>	
Department:	Classification:	
<input type="text"/>	<input type="text"/>	
HR Contact:	HR Contact Phone:	HR Contact Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Direct Supervisor:	Direct Supervisor Email	
<input type="text"/>	<input type="text"/>	
Workday Position #:	Supervisory Organization # (21-):	11 Digit Cost Center #:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Title:	Start Date (Choose from HR Designated dates):	# of scheduled weekly hours: (?)
<input type="text"/>	<input type="text" value="2/15/2019"/> 	<input type="text"/>
Rate of Pay:	Pay Schedule:	
\$ <input type="text"/>	<input type="text"/>	

(NOTE: If Salaried GA, please enter semester rate. Ex: \$4,000.00)

STEP 6 – STUDENT PRE-HIRE FORM (cont.)

Department Acknowledgement Section

- ✘ Must be acknowledged by one of the following :
 - + Hiring Supervisor, or
 - + Department HR Contact

DEPARTMENT ACKNOWLEDGMENT

- Position must be created by the department in Workday.
- Add jobs and transfers are entered by the department.
- Recruitment documents (Hirealion) must be included when submitting the Student Pre-Hire Set Up Form to Human Resources.
- For work study eligible students work study permit must also be submitted with Pre-Hire Set Up Form.
- I understand that it is the department's responsibility to track the progress of the hire to ensure that it is completed by the required date.
- I understand that it is the department's responsibility to ensure that the student has the required original documents to be eligible to work.
- I understand that employees will not be allowed to work until Onboarding and Form I-9 have been completed and the department has received the HIRE AND ONBOARDING COMPLETION NOTICE from HR.

I attest that the information above is correct & I understand requirements below.

I Agree

UIN	First Name	Last Name
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Comments:

Questions: Contact Human Resources P: 903-886-5852 E: HR.studenthiring@tamuc.edu

Student Employee Section 2

- ✘ Must be completed and signed by:
 - + Student Employee

2.) Student Employee Information
(TO BE COMPLETED BY EMPLOYEE)

First (Given Name): <input style="width: 100%;" type="text"/>	Middle: <input style="width: 100%;" type="text"/>	Last (Family Name): <input style="width: 100%;" type="text"/>	Maiden (Last Name Used): <input style="width: 100%;" type="text"/>
TAMUC Email Address: <input style="width: 100%;" type="text"/>	Phone #: <input style="width: 100%;" type="text"/>		
Street Address: <input style="width: 100%;" type="text"/>			
City: <input style="width: 100%;" type="text"/>	State: <input style="width: 100%;" type="text"/>	Postal / Zip Code: <input style="width: 100%;" type="text"/>	Country: <input style="width: 100%;" type="text"/>

Social Security Number: <input style="width: 100%;" type="text"/>	Gender: <input style="width: 100%;" type="text"/>	Date of Birth: <input style="width: 100%;" type="text"/>
Citizenship Status: <input style="width: 100%;" type="text"/>	Previous A&M Employee: <input style="width: 100%;" type="text"/>	Current A&M Employee: <input style="width: 100%;" type="text"/>

Nepotism, NDA & FERPA

Relative	Relationship	Department
Nepotism Agreement: <input style="width: 100%;" type="text"/>	Non-Disclosure Agreement: <input style="width: 100%;" type="text"/>	FERPA Agreement: <input style="width: 100%;" type="text"/>

STEP 7 - TRACK HIRE PROCESS

Instructions to track business history process:

- ✘ In Workday open the individuals profile
- ✘ Click on “Actions”
- ✘ Click on “Worker History”
- ✘ Click on “View Worker History by Category”
- ✘ Under the Staffing tab you will locate the business process you initiated. Click on the blue hyperlink of the business process and then click on the tab labeled “Process”
- ✘ Scroll to the bottom of the history list. If there are any items still pending, the last line will say “Awaiting Action” and below you will see a gray box that reads “Remaining Process”. If a business process is fully complete you will not see either of those items; instead you will receive an “Onboarding To Do task” for IT access, business cards, etc.
- ✘ The department’s final task for the hire is not complete until the HR Contact has completed “To Do: Trigger Benefits Onboarding Questions, Direct Deposit, Privacy, Flag, and State Veteran’s Preference for Employee”. Until this task is complete the employee will not receive any of the required onboarding tasks
- ✘ **NOTE:** To expedite the onboarding process for students, we ask that you ensure the employee completes these onboarding tasks prior to visiting HR
- ✘ **NOTE:** An HR Contact for your department will need to be on standby throughout the remainder of the week and on Monday to move forward any “Trigger Onboarding” Tasks for your student employees

STEP 8 – FORM I-9 & ONBOARDING

- ✘ The department must ensure the employee:
 - + Has appropriate documents for employment eligibility and brings required documentation to HR for verification. See list of acceptable documents <https://www.uscis.gov/i-9-central/acceptable-documents>.
 - + Completes federally required **Form I-9 Section I**, no later than the employees **first day of work**.
 - + Visits HR **on or before** the employees start date to complete **Section II** of the federally required form I-9

NOTE: Failure to comply with the above requirements will result in a delayed start date or immediate termination of hire process

- ✘ Employees **ARE NOT** allowed to work until the Hire & Onboarding process has been completed and the department has received the **HIRE AND ONBOARDING COMPLETION NOTICE** from HR

NON-COMPLIANCE NOTICES

- ✘ Upon identification, notices are generated immediately
- ✘ Emailed to the students supervisor, the supervisor's manager, HR Contact, if applicable, Dean, and Provost
- ✘ Please ensure you pay close attention to the "Status/Action" section of the notice

September 14, 2018

Supervisor: Mark Twain
Dept.: Scholastics Dept.

RE: NOTICE OF NONCOMPLIANCE

On September 11th, 2018 the following non-compliance conditions were identified:

Employee Name: John Doe / UIN: 5555555

Start Date: **August 22, 2018**

Employment Type: Student Worker

Area of Noncompliance: Hire Completion & Form I-9; working in a noncompliant status

- Began employment prior to completion of re-hire and onboarding process; working in a terminated status
- Form I-9 Section 3 not completed
- Onboarding tasks/packet not completed

Compliance Authorities: [Immigration Reform and Control Act of 1986](#); [TAMUC 33.99.08.R1 Student Employment Rule](#);

Status/Action:

Employee

Stop working immediately;

Complete hire/onboarding process with Human Resources as soon as possible;
Eligible to resume work upon completion of onboarding

Hiring Manager
HR Contact

Attend Student Employee Hire Training
Attend Student Employee Hire Training

Federal law mandates "that the employee completes Section 1 of Form I-9 at the time of hire. Hire" means the beginning of employment in exchange for wages or other remuneration. The time of hire is noted on the form as the first day of employment. Employees may complete Section 1 before the time of hire, but no earlier than acceptance of the job offer. Review the employee's document(s) and fully complete Section 2 within three business days of the hire." (Source: Handbook for Employers M-27)

TAMUC Student Employment Policy 3.4.5 mandates that the Hiring Department: "Ensure that all students employed for the first time and those re-employed, have completed all paperwork required by Human Resources, including an I-9 within the first three days of employment."

Please keep in mind, **individuals are not allowed to begin employment in any capacity until they have completed the federally required Form I-9 and TAMUC Human Resource hiring requirements.**

Please call me at 903-886-5852 or email me at Christina.Clark@tamuc.edu if you have any questions or concerns. Thank you for your cooperation.

Respectfully,

Christina Clark
HR Generalist II
P.O. Box 3011 | BA 171
Commerce, Texas 75429
O: 903-886-5852 / F: 903-886-5670
Christina.Clark@tamuc.edu

CC: Chief Human Resources and Diversity Officer
HR Associate Director
HR Senior Administrative Coordinator
I-9 Partners
College Dean / Director
HR Contact (Departmental Admin)

OUTLINE OF EMPLOYEE'S FIRST WEEK OF WORK

× Day 1

+ Meet with HR to complete I-9 & Onboarding

× Day 2

+ Orientation

× Day 3

+ Access request, office, computer, etc.

× Day 4

+ Mandatory employee trainings

FOR INFORMATION OR ASSISTANCE:

HireaLion Powered by Handshake

www.hirealion.com

Contact Career Development 903-468-3223 or
Hirealion@tamuc.edu

Hiring Process

Student: 903-886-5852 or HR.StudentHiring@tamuc.edu

Staff and Task Worker: 903-886-5668 or HR.Hiring@tamuc.edu

Faculty: 903-886-5020 or HR.Hiring@tamuc.edu

- × TAMUC Human Resources Web Page

- + [Student Employment](#)

- × [Student Hiring Process:](#) Step by step instructions on student hiring from recruitment to onboarding
 - × [Workday Student Hiring Overview:](#) Overview of student hiring process and responsibilities
 - × [Student Hiring Calendar:](#) Calendar of specific hire/onboarding dates for new student employees and re-hires
 - × [GA Eligibility Requirements:](#) Graduate school eligibility requirements for GA's
 - × [Sample Student & GA Position Descriptions:](#) Generic templates for student position descriptions
 - × [Form I-9 Acceptable Documents:](#) List of acceptable documents that students will be required to bring in to HR during onboarding

- × Hirealion (*powered by Handshake*)

- × www.hirealion.com