



New Student Employee Pre-Hire Form INSTRUCTIONS

The electronic form can be found on the Human Resources Webpage under [Student Employment](#) or you can use the following link: <https://dms.tamuc.edu/Forms/PreHireDept>

NOTE: Effective November 1st, we will fully transition to the online form and paper Pre-Hire forms will no longer be accepted.

1.) SECTION 1 – DEPARTMENT INFORMATION & POSITION INFORMATION

The HR Contact or Hiring Supervisor will initiate the pre-hire form by filling out Section 1. All fields are required.



TEXAS A&M UNIVERSITY
COMMERCE

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 style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Department:	Classification:	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
HR Contact:	HR Contact Phone:	HR Contact Email:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Direct Supervisor:	Direct Supervisor Email	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Workday Position #:	Supervisory Organization # (21-):	11 Digit Cost Center #:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Employee Title:	Start Date (Choose from HR Designated dates):	# of scheduled weekly hours: (?)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="2/15/2019"/>	<input style="width: 95%;" type="text"/>
Rate of Pay:	Pay Schedule:	
\$ <input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

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

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

Student Employee Name: <input style="width: 95%;" type="text"/>	Student Employee Email <input style="width: 95%;" type="text"/>
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- **STUDENT EMPLOYEE NAME:** Must be legal name as identified on their identification documents (i.e.: State ID, Driver’s license, passport, etc.)
- **STUDENT EMPLOYEE EMAIL:** This must be the student’s Leomail email address. (student@leomail.tamuc.edu) Any other email address provided will be sent back for correction.

Department:

- **DEPARTMENT:** This is the department that the student will be working for. (Example: Music)

Classification:

- GAT
- GAR
- GANT
- GAT Teacher of Record
- Student Worker
- Work Study

- **CLASSIFICATION:** This is the classification of the student you are intending to hire. You must select from the options provided.

HR Contact: <input style="width: 95%;" type="text"/>	HR Contact Phone: <input style="width: 95%;" type="text"/>	HR Contact Email: <input style="width: 95%;" type="text"/>
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- **HR CONTACT:** This is the individual within the hiring department that has the HR Contact security role.
NOTE: The individual listed in this section will receive any email notices and if the form is sent back for corrections, this individual will receive the returned form with instructions.
- **HR CONTACT PHONE:** TAMUC office phone number where the Supervisor can be reached.
- **HR CONTACT EMAIL:** A tamuc.edu email address must be provided for the HR Contact. Correspondence regarding the hire will be sent to this individual.

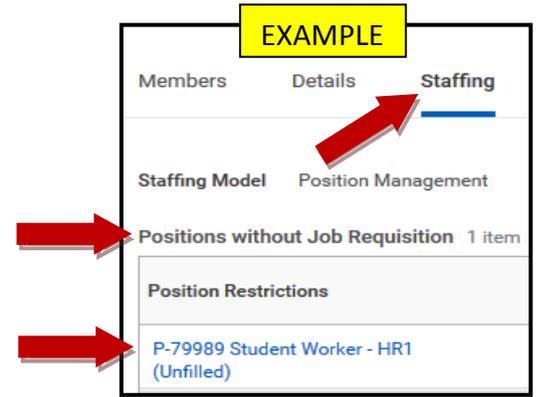
Direct Supervisor: <input style="width: 95%;" type="text"/>	Direct Supervisor Email <input style="width: 95%;" type="text"/>
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- **DIRECT SUPERVISOR:** This is the individual that the student will be reporting to, the person that will be approving timesheets.
- **DIRECT SUPERVISOR EMAIL:** TAMUC office phone number where the Supervisor can be reached.

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

Workday Position #:

- WORKDAY POSITION #:** Vacant position found in Workday under the Supervisor's organizational chart. Found under the **STAFFING** tab under **POSITIONS WITHOUT JOB REQUISITIONS**.
Note: This is either an **R** or a **P** #. Do not enter the hirealocation posting #.



- SUPERVISORY ORGANIZATION #:** is the equivalent of an adloc for the hiring supervisor of the position. Will always begin with a 21.

21162080 Human Resources (Christina Clark)

EXAMPLE

Supervisory Organization # (21-):

- 11 DIGIT COST CENTER #:** Account number the student will be paid from. Format: xxxxxx-xxxxx

EXAMPLE

11 Digit Cost Center #:

Employee Title:	Start Date (Choose from HR Designated dates):	# of scheduled weekly hours: (?)
<input type="text"/>	<input type="text" value="10/26/2018"/>	<input type="text"/>

- EMPLOYEE TITLE:** Working title for the position. Must follow guidelines in the Student Hiring Process Guide *"Student Employee Job Title Names"*.
- START DATE:** Dates can be found on the Human Resources Webpage under [Student Employment](#). You will need to click on Student Hiring Calendar.
- # OF SCHEDULED WEEKLY HOURS:** Drop down menu for you to select hours. **NOTE:** Student workers are only allowed to work a maximum of 19 hours per week and GA's must be 20 hours.

Rate of Pay:

\$

- RATE OF PAY:** This is how much the individual will get paid. Must follow guidelines in the Student Hiring Process Guide *"Wage & Salary Tables"*

Pay Schedule:

Hourly
Student Employee Email:
Salary

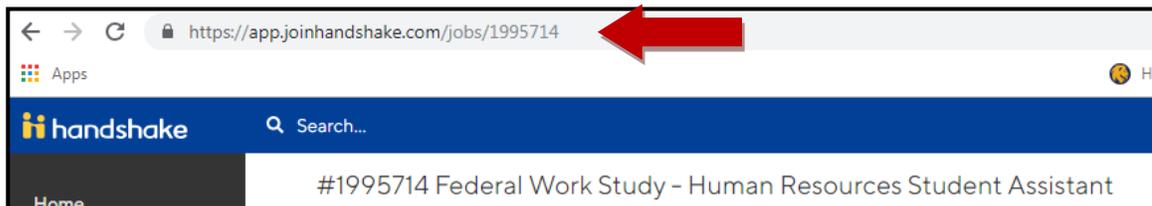
- PAY SCHEDULE:** Select Hourly or Salary.
Note: Student workers, Work Study and GANTs = Hourly
GARs, GATs and GA TOR = Salary

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

Hirealio (Powered by Handshake) Job Posting URL

Example: <http://app.joinhandshake.com/jobs/9999999>

- **HIREALION (powered by handshake) URL:** You will need to copy and paste the hirealio URL for the job posting. The format must follow the example provided.



ACKNOWLEDGEMENT: The person that is generating the form and acknowledging the information (**typically HR Contact or Supervisor**), must enter their UIN. Once the UIN has been entered, the name will auto populate in the appropriate fields.

In the comments section please feel free to add any necessary comments that are related to the hiring process. For example justification on a pay rate over \$10.00 for student workers.

Once you click submit it will pull the student's name and email address and send Section 2 of the form to their email for completion. You must follow up with the student to ensure they complete and submit the form. If they don't complete the form, it will not route to HR.

DEPARTMENT ACKNOWLEDGMENT

- Position must be created by the department in Workday.
- Add jobs and transfers are entered by the department.
- Recruitment documents (Hirealio) 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 type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

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

2.) SECTION 2 – STUDENT EMPLOYEE INFORMATION

The student is responsible for filling out their required personal information. Once they have completed the form, they will click “next” and it will take them to the Agreement forms, which they must complete (Non-Disclosure Agreement, Nepotism Disclosure Form and Family Educational Rights and Privacy Act Form). Once completed, they must read the final **Acknowledgement**, sign and submit the form.

Upon completion it will route to Human Resources for review. Human Resources will then approve or send back for correction. The HR contact (department) will receive either a confirmation email or an email with correction instructions.



TEXAS A&M UNIVERSITY
COMMERCE

Student Pre-Hire Set Up

Human Resources

Employee Information Agreement

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.

2.) Student Employee Information

(TO BE COMPLETED BY EMPLOYEE)

First (Given Name):	Middle:	Last (Family Name):	Maiden (Last Name Used):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CWID:	LeoMail Address:	Phone #:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street Address:			
<input type="text"/>			
City:	State:	Postal / Zip Code:	Country:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do you have a Social Security Number?			
<input type="radio"/> Yes <input type="radio"/> No			
Gender:	Date of Birth:	Citizenship Status:	
<input type="text"/>	<input type="text"/> 	<input type="text"/>	
Previous A&M Employee:	Do you currently work in another department at A&M-Commerce:		
<input type="text"/>	<input type="text"/>		

Previous Next

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

Updated: February 15, 2019

NON-DISCLOSURE AGREEMENT

Employee's Statement of Responsibility

All telecommunications and information resources leased or owned by the state and all time-sharing services billed to the state shall be used only to conduct state business. Information and resources belonging to the state are an asset that must be accounted for and safeguarded. Information that is entered, processed, stored, generated, or disseminated by automated information systems must be protected from internal data or programming errors and from misuse by individuals within or outside the organization. Specifically, it must be protected from unauthorized or accidental modification, destruction, or disclosure. Otherwise, we risk compromising the integrity of state programs, violating individual rights to privacy, or facing criminal acts. A state official or wrongful act where the information is lost, damaged or destroyed.

I agree by signing this non-disclosure agreement that I will:

- assure that the software used with my computer system is legally licensed and that each software product is in compliance with license agreements,
- uphold the policies and procedures adopted to safeguard the information and associated resources that I am entrusted with or come in contact with,
- report violations of above policies or procedures to my supervisor, the Information Security Function or other person designated by the agency head,
- use information resources only for the purposes within the scope of my job duties,
- comply with controls established by the Information Security Function, which are included on the account request form • prevent disclosure of sensitive or confidential information.

Acknowledgement:

NEPOTISM DISCLOSURE FORM

For complete system policy on NEPOTISM go to: <http://policies.tamuc.edu/33-03.pdf>

Any member of The Texas A&M University System (system) or member of the Board of Regents is prohibited from appointing a person who is related to him or her, within the second degree by marriage or third degree by blood, to a position paid through public funds. In addition, an individual may not supervise or have control over the salary or other conditions of employment of a relative.

RELATIVE INFORMATION (Please include student employees)

Name of Relative:

Relationship:

Department:

[Add Another Row](#)

Not Applicable

Once submitted by student, it will route to HR for review. The HR Contact will receive a notice stating it is under review by HR.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

I agree to comply with the provisions of the Family Educational Rights and Privacy Act of 1974 As Amended (FERPA) and university rules pertaining thereto in my handling of the student information to which I have access. I understand that all student information is confidential. I agree not to discuss or release any such information to any other party, except to a university employee as required in the discharge of my or their responsibilities, or as designated by the University Registrar.

In no case will I release any student information over the telephone or in person to any party outside of the university. I understand that all requests for access to any student information by parties outside of the university must be made directly to the University Registrar.

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law.

I further acknowledge that such willful or unauthorized disclosure also violates Texas A&M University-Commerce rules and/or Texas A&M University System policies and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

I further agree to maintain procedures within my office which safeguard the confidentiality of student data. I understand that I am responsible for all access to data by use of my ID and password and agree that I will not authorize their use by any other person for any reason.

I understand that my continued access to Banner/MyLeo database is contingent upon my compliance with the rules, procedures and FERPA policies outlined herein.

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and have the information corrected at no charge. To request information, contact Human Resources at 903-468-8741.

Acknowledgement:

ACKNOWLEDGEMENT AND SIGNATURE

- A background check email request will be sent to you (copying the department) from Sterling Talent Solutions. You have 72 hours to submit.
- You will receive emails from Single Sign On (SSO) and HR with your UIN and password. This is SSO access only (not Workday at this time).
- Once you have access to Workday you will receive emails to complete your onboarding tasks. The onboarding tasks must be completed for hire.
- Once completed you will be required to visit Human Resources to finalize your Form I-9 and the hire process.

The list of acceptable documents can be found at:

<https://www.uscis.gov/i-9-central/acceptable-documents>. Without ORIGINAL documents the Form I-9 cannot be completed. Requirements are federally mandated and if the requirements are not met, you will not be eligible to work.

By signing below, I agree to follow and comply with all company policies and regulations as a condition of my employment. Policies and regulations can be located online at <http://www.tamuc.edu/about/its/policies/ProceduresStandardsStatements/>. I further acknowledge and understand that failure to comply will place my employment in jeopardy and may result in disciplinary action, up to and including, immediate termination.

Signature:

Date:

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

[Previous](#)

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[Next](#)

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

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