TEXAS A&M UNIVERSITY-SAN ANTONIO

Student Employee Processing Form

Please complete the checklist below to provide HR with the necessary information for the processing of new student employees.

Eligibility Verification:

☐ Student is enrolled in a minimum of 6 credit hours in current semester.

☐ Student's GPA is at least 2.0; Graduate Assistants (possibly Tutors) is at least 3.0

☐ Complete the form below:

Student Demographics:

Student Name: _____   AD-LOC: _____

Hiring Department: _____

Supervisor: _____

Expected Graduation Term: Month _____   Year _____

Select One:

☐ Student Worker I

☐ Student Worker II

☐ Federal College Work Study

☐ State of Texas College Work Study

☐ Tutor I

☐ Tutor II

☐ Jaguar Ambassador

☐ Graduate Assistant Non-Teaching

☐ Graduate Assistant - Teaching

☐ Research Assistant

Student Employee Hiring Checklist – A&M-SA

The TAMU-SA Human Resources Department is committed to strategic employment practices and personnel development by offering services and programs that ensure the hiring, training, rewarding, advancement, and retention of employees dedicated to the university's mission to build and support a solid foundation for success.

GENERAL INFORMATION

Recruitment for student employment is performed through Handshake in Career Services ~ Visit the Career Services website for more information. Student Employment

Determine if position being posted is a Student Worker, Work-Study or Graduate Assistant position.

- **Student Worker ~** Department funds are utilized to pay 100% of student wages.
- **Work-Study Student** ~ Student is awarded Federal or Texas College Work-Study funds through Financial Aid. Hiring department pays a portion of the student wage. Hiring department is responsible for obtaining Work-Study position allocations from the Office of Financial Aid.
- **Graduate Assistants ~** The Office of the Provost pays 100% of the graduate assistant's wages plus applicable fringe benefits (FICA, Workers' Compensation, Unemployment Insurance, etc.).

HIRING MANAGER RESPONSIBILITIES

Confirm funding is available for student employment.

- o **Student Workers** - Departmental funds are utilized.
- o **Work-Study** – Contact the Office of Financial Aid to confirm work-study allocations were awarded for your department.

Advertise position in Handshake through Career Services. For details, visit Student Employment.

- o Employer Guide attached.

Screen applicants and conduct interviews.

- o Ensure selected applicants for interviews meet the minimum necessary qualifications. Refer to *Rule 33.99.08.01 Student Employment* and *Procedure 33.99.08.01.01 Student Employment* for details.
  - *To be eligible for student employment, the student must be enrolled in a minimum of 6 credit hours during the current semester except as described in 33.99.08.01 Student Employment, section 1.3. Student employees must be in good academic standing and maintain an academic record acceptable to the department head for the employing department, including a cumulative grade point average of no less than 2.0. Tutors and Graduate Assistants require a cumulative grade point average of no less than 3.0.*
- o If interviewing for Work-Study positions, verify with the student or Office of Financial Aid that the applicant was awarded and has accepted the Federal or State of Texas Work-Study grant.

Once hiring decision is made, finalist may be contacted with an unofficial offer of employment contingent on background check. Submit hiring packets to appropriate department.

Hiring packet must include:

- o Complete the Position Management Request Form (PMR).
- o Student employment hiring processing form
- o Student Employee Hiring Checklist – TAMU-SA
- o Student employment application
- o Resume
- o *Work-Study Authorization Form, if hiring a Work-Study student.

> **Student worker packets**: submit to the Office of Human Resource⁻.
>
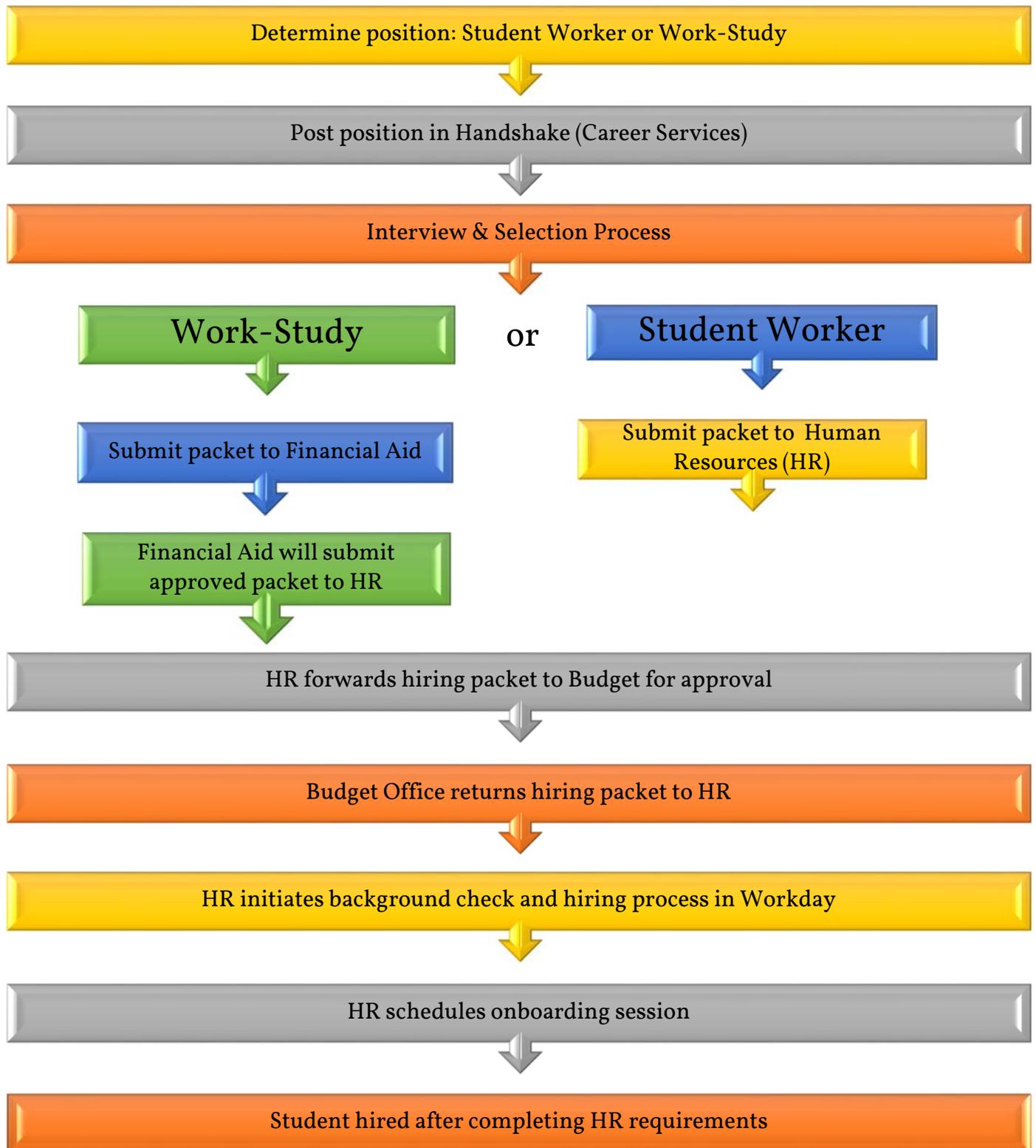> **Work-Study packets**: submit to the Office of Financial Aid.

HUMAN RESOURCESS RESPONSIBILITIES

Human Resources will:

- o Obtain budget approval signature
- o Check hiring packet for completeness
- o Send welcome email to new hire with Background Check Notice
- o Perform background check through Sterling Solutions
- o Verify completion of background check
- o Notify department and suggest onboarding dates
- o Enter new employee information in Banner & Workday
- o Coordinate new hire onboarding session and email onboarding details to new student employee
- o Complete file and forward to Payroll

TEXAS A&M UNIVERSITY-SAN ANTONIO

Student Employment Work-Flow

Determine position: Student Worker or Work-Study

↓

Post position in Handshake (Career Services)

↓

Interview & Selection Process

↓

Work-Study   or   **Student Worker**

↓   ↓

Submit packet to Financial Aid   **Submit packet to Human Resources (HR)**

↓   ↓

Financial Aid will submit approved packet to HR

↓

HR forwards hiring packet to Budget for approval

↓

Budget Office returns hiring packet to HR

↓

HR initiates background check and hiring process in Workday

↓

HR schedules onboarding session

↓

Student hired after completing HR requirements

Work-Study Authorization

Step 1 –Student's Information

_____   _____

Last Name   First Name   Student ID (K or J#)

Step 2 – Work-Study Authorization Statement for Account Manager (Hiring Department)

1. Prior to hiring a student, it is your responsibility to verify the student has a work-study award. Students may obtain verification of their award via Jagwire. The Work-Study Authorization form must be received by Scholarships and Financial Aid prior to the end of the first pay period the student is employed. Failure to do so will result in student wage expenses being charged to your main departmental account.

2. **It is the department's responsibility to keep a record of each student's earnings and not exceed their Federal or Texas Work-Study award.**

3. Student's gross authorized earnings must not exceed the amount awarded for each semester.

4. Student employees are limited to an average of 19 hours per week during the fall, spring, and/or summer semesters.

5. It may be necessary to adjust a student's earnings limit if they receive additional assistance.

Authorizations

Student Start Date: _____

Authorized Earning: $ _____   Fund: ☐ Federal Work-Study   ☐ State Work-Study
                     (Total work-study award)

Placement (Department Name): _____
                            (Please write out the Department name, no abbreviations)

I understand this student cannot exceed the above earnings and have verified the amount via the student's award printout. I further understand that it is the department's responsibility to ensure a student does not exceed the above earnings, and the department will be responsible for payment in excess of these work-study earnings. Please be sure to submit this document with a handwritten signature. Any typed signature will not be considered as valid and may delay the processing of the student's aid.

_____   _____   _____
Signature of Supervisor   Printed name of Supervisor   Date

_____   _____   _____
Financial Aid Representative   Printed name of Representative   Date

Please return this form to:
Texas A&M University-San Antonio
Office of Scholarships and Financial Aid
One University Way
San Antonio, TX 78224

Date Received

WSAUTH

handshake

How to complete a profile and connect with Texas A&M University-San Antonio

1. Go to https://app.joinhandshake.com/register. Fill out the information requested and then click Sign Up. Please note, you should enter your company email address to expedite your approval process. User account requests using gmail, hotmail, yahoo, outlook, or other public email services will slow your approval and make it harder to connect to your company's profile. Additionally, your phone number will not be shown unless you choose that option on your profile.

Sign up as an Employer

First Name Last Name

Email Address (use your work email)

Password Confirm Password

Phone Number

Job Title

Sign Up

One Trusted, Integrated Network

Recruit top students from over 400 University partners

2. Enter your recruiting interests to help us better understand how you'll use Handshake. Then click Next: Employer Guidelines.

a. Preference majors (select all or a few)

Welcome to Handshake, Mays
Before continuing, we need a bit more info

Tell us the types of students you wish to recruit

☐ Agriculture, Food & Horticulture
☐ Arts & Design
☐ Business, Entrepreneurship & Human Resources
☐ Civics & Government
☐ Communications
☐ Computer Science, Information Systems & Technology
☐ Education
☐ Engineering

Add your Alma Mater

School Name Graduation Year

Select School ▾ 2018 ▾

☐ My school is not listed, let me type my own

Add another Alma Mater

Next: Employer Guidelines

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles

550k business students

360k finance students

245k computer science students

435k consulting students

b. Agree to the employer guidelines

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our Terms of Service.

Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.

Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.

Keep Your Commitments: When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.

Keep Student Info Confidential: Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full NACE Principles for Employment Professionals.

Are you a 3rd party recruiter working on behalf of another company? **Yes** **No**

By continuing, you agree to the Terms of Service, acknowledge you have read the Privacy Policy, and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

Next: Confirm Email

3. An email will be sent to you to confirm your email address. Please click Confirm to finish registration process.

c. Confirm your email address

Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

handshake Need Help?

Confirm your email address on Handshake

Hi Mays,

Welcome to Handshake! Please confirm your email address to get started:

Confirm Email

If this is a mistake, you can cancel the registration at any time.

HAVE QUESTIONS?
Check out our help center or sign up for one of our upcoming webinars

If you don't want to hear from us at all sign up you can unsubscribe Handshake notifications

4. When you click the Confirm Email button in your confirmation email, you will be brought back to Handshake where you will connect with your organization or company.

Click the Join button if Handshake was able to find your organization. If a company appears, but is incorrect, please follow the on-screen instructions shown under "Not your company"?

If your company does not exist, you can click "Create New Company."
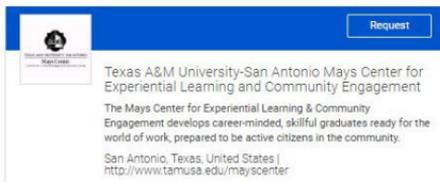
5. After your request, scroll to the top for the next step: Click on the Connect to Schools button.

6. Search for our campus by typing "Texas A&M University-San Antonio" and select the add icon when it appears. Proceed forward by selecting Next: Finish.

7. Click the Finish button at the top of the page. A Mays Center representative will approve you within 2 business days. In the meantime, you can learn more about Handshake as you await activation. We recommend you review the following helpful resources:

While You Wait
Get started by learning more about Handshake

Visit Handshake University

Check out our FAQs

Explore our features

How to post a job - **http://bit.ly/POSTINGJOBS**
How to duplicate a job posting - **http://bit.ly/DUPLICATINGJOBS**
How to set up job requirements - **http://bit.ly/JOBREQUIREMENTS**

TEXAS A&M UNIVERSITY
SAN ANTONIO

Fiscal Year: _____

POSITION MANAGEMENT REQUEST (PMR)

Budget/Payroll/Personnel Actions

Requestor: _____ Department: _____

PIN: _____ ADLOC: _____ Position Type: _____ _____ _____

Requested Action: _____ _____ Other: _____ _____

Employee Name: _____ UIN: _____ _____

Position Title: _____

If requesting new position title: _____

Requested Pay

HOURLY $_____ MONTHLY $_____ ALLOWANCE $_____

HIRING MANAGER: _____ DEPARTMENT: _____

(Payroll Use)						
Effective Dates		Account Number	Accounting Analysis	OBJ Class	Percent Effort or Hours Per Week	Source Amount
From	Through					
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Source of funds for this action (may be the same as above): _____

Explanation of action requested: _____

HR Contacts: Forms should be reviewed/approved by Department/Division Heads, Chairs, Directors, etc.

Approval: _____ _____ Date: _____

Print Name: _____ _____ _____

FOR PAYROLL/HR USE ONLY:
Payroll: _____ Date: _____ HR: _____ Date: _____
Requisition No.: _____ Pay Grade: _____ Min. Sal.: _____

Revised 03/18/2019

Requestor:	Individual's name completing Position Management Request (PMR).
Department:	Requestor's current location..
PIN:	O or P number of the position being referred to in the PMR. If requesting a new position, **leave blank** and a P number will be assigned.
ADLOC:	Administrative location of the position being requested. Example: 25-XXXXXX
Position Type:	Select the type of position you are requesting from drop-down menu.
Requested Action:	Select the transaction to be completed from drop-down menu.
Other:	If the requested action drop-down menu does not list your action, complete **Other** category.
Employee Name:	Supervisor completes name of employee for requested action. If the positon is vacant, **leave this line blank**.
UIN:	UIN of employee. If the positon is vacant, leave this line blank or place the incumbent's UIN.
Position Title:	System Title from Pay Plan. For assistance, please contact HR.
If requesting new position:	System Title if different than above and/or Working Title
Position's Hiring Manager:	Manager in Workday
HR Department Use Only:	

Submit completed PMRs by campus mail or hand delivery.

If you have any questions, please contact the Office of Human Resources at (210) 784-2058.

TEXAS A&M UNIVERSITY-SAN ANTONIO

Criminal Background Check Instructions for Prospective Employee or Volunteer

You are being given these instructions because any prospective employee or volunteer is required to have a criminal history check to work at Texas A&M University–San Antonio.

It is important you read, understand and comply with the following information.

Human Resources will receive your information from the hiring supervisor. Using this information, they will enter your name and email address in the criminal history vendor website hosted by Sterling Talent Solutions. That entry will trigger an email to you for background check purposes.

EMAIL: You will receive an email from *noreply@sterlingts.com* with the subject title of "On behalf of Texas A&M University–San Antonio: Background Screening Instructions". Please check your junk or spam folder if you do not see this in your inbox. The email will contain a link to a secure server.

LINK: Using the link provided in the email, you will log into a secure server where you will create a UserID and password. You will enter the information required to perform the criminal history check.

CONSENT: You must give your consent to complete the background check via this website and you will receive copies of all documents you complete. You must complete ALL the requirements before the criminal history can be conducted.

- The link provided in the email **will expire in a short time frame** so it is critical you **respond immediately** upon receipt.
- Failure to consent and complete the required information will make you ineligible for employment or volunteer purposes.

TEXAS A&M UNIVERSITY-SAN ANTONIO

QUESTIONS:

- If you have any questions prior to beginning the process, please contact Human Resources at (210) 784-2058
- Once you begin the process, you are provided with contact information on the website for any questions.

Thank you in advance for your prompt attention to the requirements of this process!

Texas A&M-San Antonio
Human Resources
One University Way
Modular 107
San Antonio, TX 78224
Ph. (210) 784-2058 ~ Fax (210) 784-2056

Texas A&M-San Antonio is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to provide equal employment opportunity to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.

03/28/2019