Ordered Checklist
for
Hiring Part Time Student Workers

1. **Post your job** with Student Employment Service (SES). _____

2. Receive email from SES with **Hiring Report Form** attached. _____

3. Obtain **Job Applicant Authorization** and **application** (as well as any additional application materials, such as a resume) from students. _____

4. Once new employee is selected, **return Hiring Report Form** to SES. **NOTE: See special instructions regarding hiring non-students and relatives of WTAMU personnel.** _____

5. Give students the **top part of the "In Order To Get Paid"** handout.
   NOTE: *To ensure compliance with the I-9, students must have specific start date. Please provide student with this date.* _____

6. Send student to SES to **complete payroll packet**. _____

7. Once student's paperwork is complete AND the department has returned the Hiring Report Form to SES, you will receive an **email titled "Authorization to work**". _____

8. Student may now commence work. _____

9. Notify Payroll so that student may be added to TIMETRAQ. _____

Special instructions regarding hiring non-students and relatives of WTAMU personnel

1. *If hiring a non-student, route the "Request to Hire Non-Student" to the appropriate Vice-President. ** **You must not offer a position to a non-student until this form has been APPROVED by your V.P.** Departments who continue a non-student's employment must obtain VP approval on a yearly basis.**_____

2. *If hiring a relative of someone in your department, contact SES. The Texas A&M University System has a strict nepotism policy. The President and your vice president **MUST** approve **ALL** individuals **PRIOR** to offering employment if the new employee is a relative of someone in the department or upper-leadership in your division.* _____

Questions?

Contact Student Employment Services
651.2397Student Success Center 113B
part-timejobs@mail.wtamu.edu