



New Hire Information Form/Part Time Employment (Student Assistant, Graduate Assistants, and Temporary Staff)

Attn: Hiring Department Representative – Please complete all highlighted information below. Your new employee will be set up in Banner according to the data listed below. New Hire **Hourly EPAFS** will be submitted by Human Resources once the Form I-9 is completed and authorized. Human Resources will send new hire forms electronically to the email provided below.

*Please submit completed form to human.resources@msutexas.edu

Employee Name:		Employee M #:	
First Date of <u>ACTIVE</u> Employment:			
Employee Email Address:			
Position Type:			
<input type="checkbox"/> GRADUATE ASSISTANT		<input type="checkbox"/> STUDENT ASSISTANT	
<input type="checkbox"/> TEMPORARY EMPLOYEE			
<input type="checkbox"/> HOURLY JOB		<input type="checkbox"/> STIPEND JOB	
<input type="checkbox"/> WORK STUDY JOB		<input type="checkbox"/> GRANT FUNDED JOB	
** Due to mandatory routing, departments will submit the GA, Stipend and Grant Funded EPAFS			
Department/Account #		PC # - Suffix	Work Study PC# - Suffix (00,01,02)
Work Hours per Week		Rate of Pay	
Department Supervisor/EPAF Approver			
Is your employee currently working in another department on campus?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, where?			

Helpful Resources and Links

Student Employment Website Part Time Employment Website	Student Employment Policy International Student Employment	Work Hour Limits
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HR use only:

GPA:	Enrollment Hours:	Selective Service
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