



## 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](mailto:human.resources@msutexas.edu)

<b>Employee Name:</b>		<b>Employee M #:</b>	
<b>First Date of <u>ACTIVE</u> Employment:</b>			
<b>Employee Email Address:</b>			
<b>Position Type:</b>			
<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			
<b>Department/Account #</b>		<b>PC # - Suffix</b>	<b>Work Study PC# - Suffix (00,01,02)</b>
<b>Work Hours per Week</b>		<b>Rate of Pay</b>	
<b>Department Supervisor/EPAF Approver</b>			
<b>Is your employee currently working in another department on campus?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, where?</b>			

**Helpful Resources and Links**

<a href="#">Student Employment Website</a> <a href="#">Part Time Employment Website</a>	<a href="#">Student Employment Policy</a> <a href="#">International Student Employment</a>	<a href="#">Work Hour Limits</a>
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HR use only:

<b>GPA:</b>	<b>Enrollment Hours:</b>	<b>Selective Service</b>
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