If hiring an international student, you MUST contact the Payroll Office prior to submitting the E-PCR and hiring documents to the HR HRIS. Sprintax Tas Determination System (TDS) is a software used by Texas State University to assists international employees and students with determining their U.S. tax residency status and possible eligibility for tax treaty benefits.

	Instruction	Information
	Student needs to have a valid SSN or receipt showing they have applied for one	If you have a person with no SSN or a temporary SSN starting with 99, send them to the International Office. They will give them a letter which they will take to the SSA office in order to obtain a valid number. When the permanent SSN is received, please forward a copy to HR and Payroll. Reference: https://www.international.txst.edu/work-authorization/oncampus/student-hires.html
	Student should complete the Sprintax Tax Determination System (TDS)	To access this site, follow the link provided: Sprintax. This is needed to determine the individual's correct tax status.
	Student provides, I-94, U.S. Visa, I-20 or DS2019	This is needed to determine the individual's correct tax status. https://www.uscis.gov/working-in-the-united-states/students-and-exchange-visitors/students-and-employment
	Include a copy of the foreign passport page with expiration	This is needed to determine the individual's correct tax status.
	Invite student to complete the electronic I-9. Employer completes Electronic I-9; E-Verify process	Access http://ows01.hireright.com/login/ Forward I-9 request to selected student, requesting completion of Sec. 1; must be completed no later than 1st day of hire 1st - 3rd day employment, employer views submitted work authorization documents; completes Sec. 2. Completes E-Verify process and receives validation. You will need to upload copies of the support documents used in section 2 to the I-9.
	Department completes a quick hire or quick rehire PCR	The E-PCR will be electronically routed to the account manager for signature.
	Student and department complete the Acknowledgement. Form.	The Acknowledgment Form has a link to the information for Worker's Compensation, Employee Notice of Network Rights Documents and Student Worker Safety Training.
	Meet the processing deadline	E-PCRs must be received in the Human Resources HRIS by the published deadlines for timely processing. Click here for the PCR deadlines. For pay dates, click here.
	Student Worker Safety Program	Student Worker Safety Orientation is a requirement that all student workers complete the safety orientation training course administered by Environmental, Health, Safety, Risk and Emergency Management and test with a score of 70% or higher. The training only must be completed once during their employment at Texas State. This training is administered through SAP. Student employees will be automatically flagged upon hiring and should complete this course within 30 days. After 30 days, if they have not completed the training, their direct supervisor will be notified.

All support documents must be attached electronically to the E-PCR, using the correct naming convention.

Please remember to also attach the Acknowledgement Form. The form can be found on the HR site under FORMS and the under New Hire Support (Hourly Student Worker).