

What is a quick hire? It is used to hire a student who has not worked on campus before.

☐ **Create a position if you do not have one.** Please complete a [New Position Data Form](#) found on the HR website and forward it to the Human Resources Information System (HRIS) mailbox: HRISteam@txstate.edu.

☐ **Run SAP transaction ZHRPEOPLESEARCH.** This is available to assist our campus users who have the Department Head security role. This transaction will provide the PCR preparer with relevant employment history from 11/30/2004 to the present to determine if the employee to be hired is a current Texas State employee, a previous employee, or someone who will be a new hire to Texas State. Access to employment history will aid the preparer in the selection of the correct PCR form.

☐ **Create an Electronic Personnel Change Request (PCR) via the [SAP](#) Portal. For assistance, you may:**

- View the training modules and materials for Student PCR Processing via the [HRIS](#) website
- Contact Human Resources at 512.245.2557

☐ **Create a Work Study Authorization via the online [Financial Aid Work Study Tool](#). For assistance, you may:**

- View the [Quick Reference Video](#)
- View the [How-To Guide](#)
- Email Financial Aid and Scholarships at workstudy@txstate.edu.

☐ **Student Worker Safety Orientation** - it 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 is required TO BE COMPLETED ONCE during their employment at Texas State University.

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.

☐ **Direct Deposit-** Students can sign up for direct deposit. Information is available [online](#). Employees who are not enrolled in direct deposit will receive paper checks by mail, sent to the home address on file in the SAP system.

☐ **Election for Online W-2 Delivery-** Electronic delivery of annual W-2 is encouraged. Direct student to instructions [here](#) to sign up through the SAP Portal.

Human Resources will need the following:

	Instruction	Information
	Complete a Quick Hire PCR.	The PCR must be signed by an account manager. The position should read VACANT. Please note the name and ID number of the student being replaced in the comments section, if a separation has been submitted.
	Students complete a W-4.	The W-4 can be completed through the SAP Self-Serve Portal once their PCR has been processed. From the SAP Portal, the W-4 option is under the tile "Payroll-Benefits" tab.
	Male students (18-25) need proof of Selective Service. Texas House Bill 558	Hiring manager: Acceptable documentation (attach one as a PDF to the PCR): • Online verification: Visit www.sss.gov and select "Verify Registration." – Print or save the "Proof of Registration" page as a PDF. • Registration card: Physically view the card, then scan and save it as a PDF. Who Needs to Register?

Student Quick Hire Checklist

Rev. 9.30.26

Invite student to complete the electronic I-9. Employer completes electronic I-9; E-Verify process	Access http://ows01.hireright.com/login/ . Section 1 must be completed no later than the 1st day of employment. *1st - 3rd day of employment, employer reviews submitted employment eligibility and identification documents; completes Sec 2 or Sec. 3- Reverification and Rehires. Complete E-Verify process and receive validation if no record already exists. You will need to upload copies of the support documents used in section 2 to the I-9.
Student and department complete the Acknowledgement Form.	The Acknowledgement Form has a link to the information for Worker's Compensation , Employee Notice of Network Rights Documents (ENGLISH) and Student Worker Safety Training .
The E-PCR will route to OSP for approval.	Only applies to grant funded positions. -
Meet the processing deadlines.	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 .
All support documents must be attached electronically to the E-PCR, using the correct naming convention. Please remember to also attach the Hourly Student Worker Acknowledgement Form. The form can be found on the HR site under FORMS and then under New Hire Support (Hourly Student Worker).	