

Student Employment Quick Rehire Checklist

Rev. 9.30.26

What is a quick rehire? It is used to hire a student who has previously worked for Texas State in an hourly position but is not currently working for Texas State. **NOTE:** Please include student's PLID and assignment number in comments if re-hiring them into the same job.

☐ **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 MDC mailbox: HRISteam@txstate.edu.

☐ **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 Rehire PCR.	The E-PCR will be routed to the account manager for signature. The selected 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.
	Student completes 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.
	Invite student to complete the electronic I-9. Employer completes electronic I-9; E-Verify process, if previous record does not exist.	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.
	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. Remember to also attach the Hourly Student Worker Acknowledgment Form. This form can be found on the HR site under [FORMS](#) and then under New Hire Support.