CHECKLIST FOR PART-TIME STUDENT EMPLOYEE

NAME: ______________________________  EID: ______________________

☐ Employee completes PO-14 application.
☐ Employee completes an I-9.
☐ If employee does not already have a UT ID, employee gets UT ID (optional).
☐ Employee is given blue/white (hourly) time sheets and informed who has the authority to sign them and to whom they should be submitted. A copy of semi-monthly payroll dates should be given the employee. It is their responsibility to submit them timely to Cheryl Sandoval. Supervisor is: ______________________.

☐ Once appointed, employee completes UTDIRECT “MY PAYCHECK PROFILE” EID REQUIRED. https://utdirect.utexas.edu/payroll/po8/payroll_info.WBX

☐ Employees completes SSN Acknowledgement: https://utdirect.utexas.edu/spa/index.WBX

☐ Employees completes/acknowledges Ethics Statement: https://utdirect.utexas.edu/pnethc/pn_ethics.WBX

☐ If employee is a male between the ages of 18–25, employee completes Selective Service Eligibility and Verification Form. Acknowledgement form is to be returned to Office Manager (HR Contact). https://www.sss.gov/RegVer/wfRegistration.aspx

☐ Employee completes employee biographical information and veteran status information. https://utdirect.utexas.edu/pnbiog/index.WBX

☐ Employee completes required compliance training. The sexual harassment and equal employment opportunity modules are mandated by the state; UT Austin requires all remaining modules. Once this is completed, the employee should print the certification page and return a copy for filing. https://utdirect.utexas.edu/cts/index.WBX.

☐ Supervisor creates HRMS position and assigns person to position.

☐ Supervisor creates personnel file.

☐ Supervisor gives employee a copy of the job description.

☐ Supervisor authorizes key(s) given to employee:
  Building: ____________________ Room: ____________________
  Other: ______________________________________________________

Signed: _______________________________ Date: ________________
PI Signature: _______________________________ Date: ________________