

Applicant Name _____

Student Employment Office

Re-Hire Packet Checklist

SUPERVISORS MUST SUBMIT ALL FORMS LISTED BELOW **5 BUSINESS DAYS PRIOR** TO YOUR DATE OF HIRE VIA THE CANOPY SYSTEM

This packet is required for students who have been **previously processed** for on campus employment through the **Student Employment Office** and should be printed **single sided** only.

Steps for 'Re-Hires' to ensure employment

1. Search for jobs on Student Employment Website (pvamu.edu/studentemployment)
2. Print out and complete
 - a. Student Employment Application
 - b. Work-Study award Letter showing breakdown of the year (**Work-Study Students Only**)
3. Set-up interview with hiring department
4. Go to interview and bring the following documents to interview
 - a. Student Employment Application
 - b. Resume
 - c. Work-Study Award Letter (**Work-Study Students Only**)
5. Receive job offer
6. **Rehire students no longer have to bring a Confidential Release Form to the Student Employment Office**
7. Register for and take the Rehire Refresher Orientation (**annually**)
*****Student will need their Unique Identification Number (UIN) to register for orientation*****
8. Complete the packet and turn it into the **supervisor**.

The hiring supervisor and creator of the EWR is responsible for ensuring the following documents are signed and attached as one document to the created EWR in order to process and hire the student worker.

- ✓ Work Study Award (**overview showing breakdown of the year by semester**)
- ✓ Work Study Guidelines and Statement of Debt Form (**signed by supervisor and student**)
- ✓ Job Offer Letter (**signed by supervisor and student**)
- ✓ Detailed Class Schedule
- ✓ Work Schedule (**signed by supervisor and student**)
- ✓ Student Employment Application

The EWR and required attached documents (to the EWR) must be created and submitted in the Canopy System at least (5) five business days prior to the hire date (Supervisor).

*****You are not eligible to begin employment until EWR has been approved by the SEO and completed routing through the Budget Office*****



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

STUDENT EMPLOYMENT APPLICATION

This application must be filled out in detail. Failure to complete all sections or to sign the application will result in your application being returned for completion, causing a delay or possible disqualification. A resume may be attached but may not be substituted for a completed application.

(Please Print or Type)

Job Code:	Position:
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PERSONAL INFORMATION

Last Name	First Name	M.I.	Primary Telephone Number:
			Cell/Other Telephone Number:
Mailing Address			PVAMU email address:
City	State	Zip	
Local Address			
City	State	Zip	
Classification: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate		Number of hours registered this semester:	
Major:		Have you ever been employed on campus?	
Are you presently legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you are a male between the ages of 18 and 25, do you have proof of registration with the Selective Service System or exemption from such registration?		If yes, please provide start date, department, and semester.	
		Have you ever been convicted of any local, state or federal law violation, other than a minor traffic violation (this includes a plea of guilty or no contest)?	

EMPLOYMENT HISTORY

1	Employer:		Supervisor:		Telephone Number:		
	Address:	City:	State:	Zip:	Begin Date: / /		
	Job Title:					End Date: / /	
	Duties:					May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2	Employer:		Supervisor:		Telephone Number:	
	Address:	City:	State:	Zip:	Begin Date: / /	
	Job Title:				End Date: / /	
	Duties:				May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Employer:		Supervisor:		Telephone Number:	
	Address:	City:	State:	Zip:	Begin Date: / /	
	Job Title:				End Date: / /	
	Duties:				May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

JOB RELATED SKILLS (Check all that apply)

<input type="checkbox"/> Typing WPM:	<input type="checkbox"/> Telemarketing	<input type="checkbox"/> Maintenance/Custodial
<input type="checkbox"/> Computer/PC Skills	<input type="checkbox"/> Accounting	<input type="checkbox"/> Security
<input type="checkbox"/> Library	<input type="checkbox"/> Food Service	<input type="checkbox"/> Data Entry
<input type="checkbox"/> Web Design	<input type="checkbox"/> Filing	<input type="checkbox"/> General Office Skills
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Writing Experience	<input type="checkbox"/> Other:
Computer applications: <input type="checkbox"/> MS Word <input type="checkbox"/> MS Excel <input type="checkbox"/> Access <input type="checkbox"/> Power Point <input type="checkbox"/> Outlook <input type="checkbox"/> Publisher		<input type="checkbox"/> Bilingual/Multilingual Other Languages:
<input type="checkbox"/> Other:		
Special Skills/Comments:		

REFERENCES

Name	Title	Telephone Number	Email

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void this application and any actions based on it. I agree to keep this application current should any of the information change.

I authorize Prairie View A&M University to make any reference checks necessary to complete the selection process for my potential employment with Prairie View University. I all so authorize all employers to provide full details concerning my past employment and release them from all liability that may result from such truthful information.

I understand this application and all attachments are the property of Prairie View A&M University and that my application will remain under consideration until the position I applied for has been staffed. My employment is also at-will, which means that either my employer or I can end the employment relationship at any time. The filling out of this application and the acceptance thereof does not obligate Prairie View A&M University to offer me employment.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Applicant's Name

Applicant's Signature

Date



PRAIRIE VIEW A&M UNIVERSITY

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Dear _____

I am pleased to offer you a [] Federal/Texas Work Study [] Student Hourly position in the Department/Office of _____ at Prairie View A&M University. You will be paid at an hourly rate of _____.

Your immediate supervisor for this position will be _____. The preferred starting date of employment is _____ (**insert Month /1st or 15th /Year**). To be eligible for this position, you must be enrolled in classes at this university at least part time and as mandated by the Office of the Registrar. Employment eligibility regarding semester credit hours can be viewed online at: <http://www.pvamu.edu/pages/1681.asp>.

Since the position being offered to you is deemed security sensitive, this offer of employment is contingent upon the clearance of a background check. Should you fail to clear the background check, this offer is rescinded.

All necessary student employment forms and hiring requirements must be completed at least five business days prior to your preferred starting date of employment. New Hire and Re-hire Student Employment Office packets can be accessed online at: <https://www.pvamu.edu/pages/1949.asp>. Failure to complete and submit all hiring forms by the established deadline will void this offer. In addition, if you have not worked on campus for one continuous academic year, than you must attend Student Employment Orientation. You must register for a date and time to attend Student Employment Orientation at: <https://www.pvamu.edu/pages/1651.asp>.

Please bring your New Hire packet, proof of identification and employment eligibility documentation with you to Student Employment Orientation. **The University is required by Federal Law to collect I-9 documentation, including proof of identification and employment eligibility documentation.** Lists of acceptable documents to establish proof of identification and employment eligibility can be viewed at <http://www.pvamu.edu/pages/1949.asp>. **Effective January 15, 2009, based on Executive Order 13465 "Economy and Efficiency in Government Procurement through Compliance with Certain Immigration and Nationality Act Provisions and the Use of Electronic Employment Eligibility Verification System", the University, as a federal contractor, is now required to electronically verify your documents provided with your Form I-9 through the E-verify system.** As with Form I-9, your information will be entered in to the E-verify system within three business days based on the Form I-9 documentation provided by you.



PRAIRIE VIEW A&M UNIVERSITY

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Revised 12/15/2011

Memorandum : STUDENT WORKER GUIDELINES, GENERAL TERMS, STATEMENT OF DEBT, and CRITICAL POLICIES FORM

To: All **Federal Work Study/Texas Work Study employees, Student Hourly employees**, their Supervisors, and Department Heads
From: Student Employment Office (SEO)

Guidelines for the Acceptance & Usage of Work Study Funds and Statement of Debt

Work-study awards are an estimate of the funds you are eligible to receive. The amount of funds you actually earn will be based upon the rate of pay and the number of hours worked. The work-study check should be used to pay fee installments on or before the deadlines set by the Fiscal Affairs Office. If the entire installment is not paid, the Fiscal Affairs Office may assess a late fee. No pending work study funds shall be used toward future earnings to pay the balance of any installments. **Prairie View A&M University will garnish work study checks to pay any cost of attendance a student may owe.**

At the time of hire, all students must provide their supervisor and the SEO with a copy of their work study award letter, which must be accessed through the Panther Tracks system. All work study awards are granted through the Office of Student Financial Aid and are subject to be **cancelled, reduced, or increased at the discretion of the Office of Student Financial Aid** per the work study regulations mandated by the Department of Education and the Texas Higher Education Coordinating Board. To avoid any **departmental chargeback's** that may result due to a change in award amount made by the Office of Student Financial Aid, all students must re-print out a copy of their award letter at the beginning of each bi-weekly pay period. An updated award letter must be collected by the student's hiring supervisor each pay period to ensure that work study funds are available to cover all prospective earnings within that pay period. All bi-weekly award letter printouts must be retained in the student's internal employment file. **If a student has found that a change has been made to his/her original award amount, the student must notify their hiring supervisor and the SEO immediately.**

Employment Conditions for all Federal & Texas Work Study Students

All students receiving work study awards from the Office of Student Financial Aid may work no more than twenty (20) hours in one week and may continue their employment under a work study title code until the student's total work study award has been exhausted. Once the student has earned his/her total work study award, the student must immediately stop working and is no longer eligible for employment through the work study program. In addition, the hiring supervisor must ensure that an Employee Wage Request (EWR) has been created to terminate the student's employment from the work study account effective as of the day that the student will have exhausted his/her total work study award allocation. **General Terms for the Monitoring of Work Study Awards**

It is the responsibility of both the student and employer to monitor all earnings made through the work study program in order to prevent the student from exceeding his/her award allocation. **The Time Traq system does not prevent students from entering time once the students' entire award amount has been earned;** therefore it is imperative that all work study students and their supervisors use the Work Study Balance Sheet, provided on the SEO website, each pay period to monitor the student's award allocation. Failure to closely monitor the student's work study award amount, may lead to costly chargeback's made directly to the hiring department.

Departmental Chargeback's

All hiring departments will be held responsible for paying 100% of all funds that their work study students earn in excess of their award amounts. If for any reason, a work study student's hiring department approves time through the Time Traq system which results in a payment being made to the student in excess of his/her total work award amount, the SEO will notify the student's hiring supervisor and the department head in writing detailing the amount of the total payment that must be reverted back to the work study account. The department will have a total of five (5) business days to ensure that an EWR is routing for the purpose of retroactively transferring the student to the Student Hourly title code effective as of the date that student exhausted his/her work study award.

Unearned Work Study Funds

Any funds not earned will automatically revert back to the federal or state work-study account.



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HIV/Aids in the Workplace Learning Environment Policy (34.04.03)

This regulation establishes workplace guidelines for The Texas A&M University System (system) concerning individuals with HIV/AIDS as required by Texas Health and Safety Code, Chapter 85.

2.1 Employers, employees and students will not engage in discrimination against individuals with HIV/AIDS. Employees and students with HIV/AIDS are entitled to the same rights and opportunities as individuals with other communicable diseases and/or other disabilities.

3.2 System members must make available to students, on request one or more educational pamphlets on HIV infection developed by the DSHS or similar educational materials and must include in the student handbook a statement that pamphlets are available from the system member.

6.6 Employees who want assistance in dealing with their own or a coworker's HIV infection may contact the member employee assistance program, if available, for counseling and referral to community services. In addition, member human resources offices can counsel employees on benefit coverage and leave availability. Employees and students may also be referred to the Texas HIV/STD InfoLine for more information on HIV/AIDS and services such as testing and treatment providers.

7.1 Based on the Federal Privacy Act, the Americans with Disabilities Act, as amended, the Texas Commission on Human Rights Act and the Texas Communicable Disease Prevention and Control Act, any medical documentation or information provided by an HIV-infected employee or student to medical or management personnel must be considered confidential and private information. As such, employers are forbidden by law to disclose this information without the employee's knowledge and written consent, except as provided by law.

Alcohol and Drug Abuse and Rehabilitation (34.02.01)

The provisions of this regulation are based on requirements of federal and state law. Administrators should exercise caution in all matters relating to this regulation, **ensuring that procedures are carefully followed and that substantial evidence from reliable sources supports a decision to counsel or test a student or an employee for drug use.** The System Office of General Counsel (OGC) must be informed by the appropriate administrator of possible violations of this regulation and advice of an OGC attorney must be secured before testing anyone due to reasonable suspicion of drug or alcohol use or abuse. Advice of the OGC is not needed for required testing as described in Section 6, and the general counsel may waive the requirement to seek OGC's advice for reasonable suspicion testing when a System component shows documented evidence of training for administrators and supervisors in alcohol and drug awareness.

I have received, read, understand and will comply with SEO procedures regarding work study guidelines, general terms, conditions, statement of debt, HIV/Aids Policy (34.04.03), and the Alcohol, Drug Abuse and Rehabilitation (34.02.01), I understand that my participation in working on-campus is subject to the terms stated above.

Student Name: _____ Signature _____ Date _____

Supervisor Name: _____ Signature _____ Date _____

Dept/Budget Head Name: _____ Signature _____ Date _____



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As a student employee, you are not eligible to receive health or other insurances coverages through the University. This includes medical, vision, dental, life or disability, etc. Additionally, you will not receive paid time off such as sick leave, vacation leave, emergency leave, holiday pay, etc. **Your work week may not exceed 20 hours a week if you are an undergraduate student, and 35 hours a week if you are a graduate student.**

Please indicate your employment decision in the appropriate space below, sign your name, and return the original copy of this letter to me. The original letter will be submitted to the Student Employment Office as part of your completed New Hire or Re-hire packet. We are looking forward to your participation in the Student Employment Program at Prairie View A&M University. We feel your participation in this program will help you build your skill set and qualifications for further professional growth.

Sincerely,

(Department Head Signature)

I accept the position offered above.

Student Signature: _____ Date: _____

I decline the position offered above

Student Signature: _____ Date: _____

xc: Student Employment Personnel Files



PRAIRIE VIEW A&M UNIVERSITY

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Student Employment Work Schedule

INSTRUCTIONS: Students should fill this form out with their supervisor. No student may work during his/her scheduled class times. If changes need to be made to the student's work schedule for any reason, please submit a revised work schedule to the SEO.

Undergraduate students may work a maximum of 8 hours per day and no more than 20 hours per week. Graduate students may work a maximum 8 hours per day and no more than 35 hours per week. REST PERIODS: For every four (4) consecutive hours of work, all student employees are permitted to take a rest period, not to exceed fifteen (15) minutes. These rest periods are to be taken away from the work area and should be scheduled and controlled by the supervisor to ensure office continuity. A student that works six (6) or more consecutive hours is also entitled to take an unpaid lunch break of at least thirty (30) minutes.

Student's Name _____ Primary Supervisor's Name _____

Alternate Supervisor _____ Primary Supervisor's Number _____

Department Location (Bldg, Rm) _____

<i>Please indicate the semester which this form is effective:</i>							
	<input type="checkbox"/> Fall _____(Yr)	<input type="checkbox"/> Spring _____(Yr)	<input type="checkbox"/> Summer I _____(Yr)	<input type="checkbox"/> Summer II _____(Yr)			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
In							
Out							
In							
Out							
In							
Out							
Total Hours per Day							

Total Hours Per Week _____

I understand that undergraduate students are limited to a 20 hour work week. Graduate students are limited to a 35 hour week. In addition, student employees are not permitted to work during scheduled class times, and University observed holidays. My signature on this document indicates that I will comply with SEO procedures regarding the work hours of student employees.

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____