

Student Hiring Checklist

SNAP Job ☎23463; ☎TDD 28139; ✉snapjob@uta.edu; ☒Box 19175; www.uta.edu/snapjob
Human Resources-Employee Records ☎25554; Office of International Education ☎22355; Payroll Services ☎25426

* **All on-campus non academic student positions** (work-study, non work-study, and tutors) must be posted through the SNAP Job system.

* **Academic student jobs**, including GTA and GRA positions are **not** posted with the SNAP Job system.

* **Returning student employees** from the previous semester may be reappointed without posting the position.

- Contact the SNAP Job office to receive a **username** and a **password**.
- [Login](#) to the SNAP Job system to post a vacant position.

IMPORTANT: All students who apply for a particular position are included in the Referral List. All students considered must be on the Referral List.

- **Interview and make a hiring decision.** The minimum posting period is 3 business days and no hiring decision should be made during that period. SNAP Job recommends a job posting to be closed once the department has identified a list of finalists. A job posting **MUST** be closed prior to making an offer (exception: if there is more than one vacancy).
- Complete the **placement information** in the SNAP Job system for the student hired.
- All positions at the University require a Criminal Background Check prior to hire. Fax the completed [Criminal Background Check](#) (CBC) form on the student hired to SNAP Job to fax 25810.
- Create an appointment in **Define**. Include the **Job ID** in the remarks section of the appointment (non work-study only). Work-study appointments are created by Human Resources – Employee Records.
- Encourage the student hired to obtain a **high assurance UT EID**.
- Hired student must complete the [New Employee Packet](#). The **new employee packet** including **copies of the documents** listed below should be sent to Human Resources – Employee Records at Box 19176 or in person at J.D. Wetsel Building, 1225 W. Mitchell St., Suite 212.
 - **Social Security Number (SSN)** - Required for all employees for payroll tax reporting purposes. If a student does not have a SSN, the student must take an offer letter from the hiring department to the Office of International Education (OIE) and request a letter to apply for a SSN. The student will then take the letter from OIE to Payroll Services. A temporary Texas Comptroller Number will be issued by Payroll Services and used for employment until the SSN can be obtained from the Social Security Administration. The student must then take the OIE authorization letter to the Social Security Administration office with other required documents and apply for a SSN.
 - **Identification Documents** - Required for all employees.
 - **US Citizens or Permanent Resident Aliens** - US passport or permanent resident card OR a picture ID such as driver's license or Mav Express card AND social security card or birth certificate.
 - **Nonresident Aliens** - Employment authorization card OR foreign passport and I-94 card.
 - **Work-Study Eligibility Form** - Required for all students hired for work-study positions.
 - **Nonresident Aliens (NRA)** - As a part of the Employment Eligibility I-9 Form process, students will be required to provide a copy of the university issued Form I-20 or Form DS-2019 to Human Resources – Employee Records. These documents will be used to establish employment eligibility based on the duration of time presented in the document. These documents do not replace any authorized documents required by the I-9. Also, all nonresident alien employees are required to complete the GLACIER Online Tax Program with Payroll Services. GLACIER is used to determine the employee's tax status and facilitate compliance with U.S. tax regulations specific to nonresident alien employees.