Hiring Student Workers
How to create a profile in Handshake

• In order to promote an open on-campus job, you will use FrogJobs Powered by Handshake to post your position.

• Each department is set up with their own separate company profile within Handshake, all departments will be titled: “TCU Department Name.”
How to create a profile in Handshake

- Often one or two individuals (usually an office admin) will post on behalf of the entire department or the hiring manager will post for their area.

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- Each campus department/office will manage their own student worker postings and hiring process.
Getting Started

• Check within your department to see if a department representative has access to a Handshake account to post a job. If not, contact Celeste Lindell in the Center for Career & Professional Development at c.lindell@tcu.edu.
  – Please provide your full department name, the contact’s name and TCU email for the person that will post jobs for your department. (Please do not connect to the Texas Christian University company profile in Handshake. This account is used by our HR team.)

• If your department has a Handshake account set up, the contact can log in to Handshake and post the job. Review this page for tips on how to post a job.

• If your department has changes to a department name, website, or description, the owner of your account can update these fields as needed in the company profile tab.
• **Students may not work on campus until all Center for Career & Professional Development/HR paperwork is completed.**
• Give student offer of employment with their start date.
  – TCU must follow a “**Three-day Rule**” to complete the E-Verify process for the U.S. Homeland Security Office. Once the student begins working on campus all paperwork has to be completed within 3 business days by federal law.
• If the student has worked on campus before – hire within ePAF and you are done!
• If the student has not worked on campus before – give them instructions to go to the TCU Center for Career & Professional Development to complete the employment verification packet. No appointment needed.
Requirements for Students

- Students will be instructed to come to the TCU Center for Career & Professional Development to complete the first page of the I-9 form and Worker’s Compensation form.

- Students will need to bring a valid form of acceptable documents to establish identity & work authorization. These must be original, unexpired documents.
Requirements for Hiring Managers for International Students

- **Students may not work on campus until all Center for Career & Professional Development/HR paperwork is completed.**

- Give student offer of employment with their start date.
  - The TCU Center for Career & Professional Development has a “Three-day Rule” to complete the E-Verify process for the U.S. Homeland Security Office. Once the student begins working on campus all paperwork has to be completed within 3 business days by federal law.

- If the student has worked on campus before – hire within ePAF and you are done!

- If the student has not worked on campus before – give them instructions to go to the TCU International Services Office to complete the first page of the I-9 form, help attain any additional confirmation and/or documentation needed for employment verification.
Requirements for International Students

- Once completed with the International Services Office, the student will bring the first page of the I-9, any additional documentation needed to verify employment eligibility to the Center for Career & Professional Development.

- The student will need to bring their social security card & the form of identity used to complete the first page of the I-9 form.
• The front desk assistant will provide the student with a blank I-9 form & worker’s compensation policy.
• Once the student has completed both forms, the front desk assistant will check the I-9 form to make sure all required information is completed, the worker’s compensation is completed and make a photocopy of the student’s required identification.
Workers’ Compensation

TCU STUDENT EMPLOYEES

Notice to New Employees

Texas Christian University has workers’ compensation insurance coverage from Liberty Mutual to protect you. You can get more information about your workers’ compensation rights from any office of the Texas Workers Compensation Commission (TWCC) or by calling 1-800-252-7031.

You may elect to retain your common law right of action if, no later than five (5) days after beginning employment, you notify Texas Christian University in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action you cannot obtain workers’ compensation income or medical benefits if you are injured.

Aviso para Nuevos Empleados

Texas Christian University está cubierto por aseguramiento de compensación al trabajador a través de Liberty Mutual para su protección. Usted puede obtener información adicional sobre sus derechos de compensación al trabajador de cualquier de la Comisión de Compensación de Trabajadores de Tejas, o puede llamar al 1-800-252-7031.

Usted puede elegir retener su derecho a acciones bajo la ley común, si, no más tarde de Cinco días después de comenzar empleo, usted notifica a Texas Christian University por escrito que usted desea retener su derecho bajo la ley común para recibir daños por lesiones personales. Si usted elige su derecho de acción por la ley común, usted no puede obtener ingreso de compensación al trabajador o beneficios médicos si es usted lesionado.

Student Signature_________________________ Date_____________________

Print Name

For new student employees and returning student employees, this form should be signed dated and returned to the Risk Management Department prior to beginning employment. If you should have any question concerning these statements, please contact the TCU Risk Management Department at TCU Box 297115 817-823-8144.

Reviewed: August 2022
• Using the student’s complete paperwork and copy of identification, complete the e-verify process.
• Record the e-verify case closed number at the top of the I-9 form.
• Complete the 2\textsuperscript{nd} page of the I-9 form and sign.
This is where the Coordinator of Operations will go in and input all information regarding the students ID’s, dates of hire and authorize they have made sure all required documents are valid.
• Complete the ePAF verification on the Center for Career & Professional Development side.

The Coordinator of Operations will need to verify the students SSN and the I-9 verification process has been completed.
• If the students SSN is not in the TCU system, they will receive an email with instructions on how to upload their SSN into their student profile.

Good Afternoon,

Please see the attached instructions on how to upload your social security number into the system. Once this is complete please let me know so I can check the status. If your social security number is already in the system and is correct please let me know as well.

Thank you,

DEC

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Delia E. Coronado  
Coordinator of Operations  
Texas Christian University | Center for Career & Professional Development  
817-257-8211  
d.coronado@tcu.edu

Want to post an internship or job? Go to TCU’s FrogJobs powered by Handshake at: https://careers.tcu.edu/frogjobs

• Once the student emails they have uploaded their SSN the Coordinator of Operations will go in and complete the ePAF verification.
Instructions on uploading Student SSN

How to upload your Social Security Number into the my.tcu System

1. Log in to your my.tcu student account page
2. Click on Profile
3. Click on SSN Entry on the left-hand navigation

4. If your social is not in the system please enter it on this page.
   If the last 4 digits do not match your Social Security Number, please visit the Registrar’s office located in The Harrison administration building, suite 1300 and ask to update your Social Security Number.
Good afternoon,

The TCU Career Center has processed your Employment Verification paperwork through our office. Please notify your hiring supervisor that they may complete their portion of cPAF processing.

Thank you and have a great semester!

DEC

**Delia E. Coronado**
Coordinator of Operations
Texas Christian University | Center for Career & Professional Development
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Want to post an internship or job? Go to TCU's FrogJobs powered by Handshake at: [https://careers.tcu.edu/frogjobs/](https://careers.tcu.edu/frogjobs/)
Once I notify the students of completion, the hiring managers are then able to complete their portion of the ePAF hiring procedure. Once all has been completed HR will send the following emails:

To the Hiring Manager

From: HR PAF <PAF@tcu.edu>
Sent: Wednesday, July 20, 2022 9:03 AM
To:
Subject: EPAF COMPLETED

The Hire Hourly Employee PAF for Last Name, First Name has been successfully processed!

ePAF details:
Employee Name: Last Name, First Name
Employee ID: XXXXXXXX
Job Record: 0
Effective Date: 2022-07-09
Department: XXXXX – Department Name
To the Student Employee

From: HR PAF <PAF@tcu.edu>
Sent: Wednesday, July 20, 2022 9:03 AM
To:
Subject: HR has Processed your Job Hire:

Human Resources has processed your job hire (job hire date: 2022-07-09) for department XXXX – Department Name.

First Time Student Employees

Enroll in direct deposit at my.tcu.edu, My Employee Center, Payroll tile, select Direct Deposit from left navigation menu (access begins on 2022-07-09)*

Enroll in paperless W-2s at paperlessemployee.com/tcu (access begins 5 days after 2022-07-09)

Complete your W-4 at my.tcu.edu, My Employee Center, Payroll tile, select W-4 Tax Information (access begins on 2022-07-09)*

Frog Time, TCU’s Time and Attendance solution, is used to record hours worked (excluding Graduate Assistantships). Your recorded hours are used to generate your biweekly paycheck. For more information about Frog Time visit: hr.tcu.edu/paycheck-payroll-taxes-and-direct-deposit/frog-time-tcu-time-and-attendance-system

View the schedule of payperiod end dates and pay dates at hr.tcu.edu

Current or Returning Student Employees

No action is required

Compliance Training

As a TCU student employee, you are required to participate in mandatory online compliance training regarding various topics on campus.

Once the required compliance course[s] are assigned, you will receive an email invitation from Texas Christian University automated-message@everifini.net with instructions on how to access the online training module[s]. You will be able to access the courses using any computer or mobile device, excluding mobile phones. If you need to leave the course and exit the system, you will be able to return to it at any time and the session will resume where you left off. You will need to complete this training within 30 days of notification of your training requirements. As a student employee, you should review the materials and complete the courses during your scheduled working hours.

If you have any questions, please contact the Compliance Training Team at hrcompliance@tcu.edu. Thank you for your collaboration on this important initiative for our University.

*If accessing today, please allow two hours after receiving this email to access self service.

Please e-mail employee55@tcu.edu with any questions regarding Employee Self Service.
• When should you use a Student Activity Verification form vs. Hiring as an ePAF?
  – Students who are working frog camp, orientation, etc. will complete the Student Activity Verification form. HOWEVER, if a student has worked on campus prior and has had an ePAF completed they will need to default to an ePAF regardless of the job.

• Do GA, TA or RA’s need to complete an I-9?
  – Yes, all students working on campus will need to complete an I-9.

• If a student has worked on campus before do they need to recomplete an I-9?
  – If a student is an undergrad and worked as a First Year student and is working again as a Second Year they do not need to recomplete the paperwork. If a student goes from an undergraduate to a graduate student worker they will need to recomplete the paperwork. If you are still not sure or still unable to locate the student in the ePAF system you can email the Coordinator of Operations at d.coronado@tcu.edu to confirm eligibility.

• How do I hire, term or change jobs in the ePAF system?
  – HR has created the following document with detailed instructions. ePAF Guide
When do I need to hire a student as a temp vs. ePAF?

- In the summer, ongoing students (will return to TCU in the Fall), may continue to work on campus during the summer, the only difference is they are not being exempt from having FICA deducted from their paychecks.

- There are also dates that new students, (graduate and undergraduate) that have never attended TCU before, may begin to work within a student employee job. For a brand new graduate or undergraduate student new to TCU, the first day they can start working as a student employee is 8/20/22. Anything prior to this date would require they are hired as a temporary employee and must work through HR Talent Acquisition to complete this process. FYI that they are often required to complete a background check and that can take anywhere between 1 day to 14 days depending on how many places a person has lived and worked previously.

- Any TCU student that graduated in May 2022, will be automatically terminated and cannot work past 5/27/2022. They must be hired as a temporary to continue to work through the summer and must work through HR Talent Acquisition to complete this process. FYI that they are often required to complete a background check and that can take anywhere between 1 day to 14 days depending on how many places a person has lived and worked previously.

- (Please note: these dates will change for each fiscal year)
• May documents be sent electronically?
  – No, now that we have resumed in person work, documents have to be verified in person.

• Payroll, billing and accounting procedures?
  – These are questions that should be directed to HR.

• Is there a specific way that our department may be immediately informed when a student completes process at the Center for Career & Professional Development?
  – When the paperwork is completed in our office, the Coordinator of Operations will send an email to the student that they should inform their hiring manager. If you would like, you can send the Coordinator of Operations a list of your new hires, once they processes the documents at the end of the day they can let you know who on your list completed their documents.
FAQ’s

• Information on the process of hiring international students, acceptable documents needed, etc.?
  – Each international student should email the Center for International Services to schedule a time to meet to ensure eligibility for work in the U.S. internationalservices@tcu.edu
  – The Center for International Services will be able to determine what documentation is needed for employment verification (some students may require I-94, some students may not have their Social Security Card, this all depends on which box each student checks on the form and what documents they already have).
  – The Center for International Services will help the student complete the first page of the I-9 form.
  – The student will bring the first page of the I-9, any additional documentation needed to verify employment eligibility and their social security card and ID to the TCU Center for Career & Professional Development.
• Is hiring/terming students between every semester/summer necessary?
  – HR does not term out the students until they graduate. You can keep them active, if they will return.

• How are student pay rates determined?
  – Each department will determine the pay rate for student employees. Confirm funding availability and approval with your department director and/or budget manager before hiring student employees.

• Is it possible to hire a student as an unpaid intern?
  – This is not recommended. While public sector and non-profit organizations may host intern volunteers in some circumstances under the Department of Labor/Fair Labor Standards Act [https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships](https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships), unpaid experiences may exclude some prospective student applicants.
If you have any additional questions, please email or call Delia Coronado at:

d.coronado@tcu.edu
817-257-8211
or
careers@tcu.edu

If your office has a document/email you send to all incoming new hires, please send it over to Delia Coronado. I can then review to make sure all information is correct and each student receives the same information. Thank you.