



TEXAS SOUTHERN UNIVERSITY

Division of Administration & Finance

Human Resources & Payroll

New Hire Document Checklist

(Undergraduate, Graduate and Stipend Receivers)

Name of Student: _____

Department of Hire: _____ Date: _____

Hiring Supervisor: _____ T#: _____

Please complete, check and submit each document to Human Resources. This information is necessary to complete university procedures in the hiring decision

All Forms Must be Typed

Please do not check the boxes, For HR use only.

Required Forms for Students:

Appointment Letter (if applicable)

Completed Online Application

Personal Data Sheet

I-9 Form E- Verify: _____

I-9 Identification Copies

Background Check Date Submitted: _____

Confidentiality Agreement

Class Schedule Fall: _____ Spring: _____ Summer: _____

Submitted by: _____

Reviewed by: _____

Approved by: _____

(Human Resources Representative)

Revised 01/2019

Please be sure to visit payroll office- Hannah Hall room 135 to complete your direct deposit and W-4.