

## EPA Document Checklist

**INSTRUCTIONS** This is a checklist of the required payroll processing forms used for all Payroll Actions. This form is for checklist purposes only and does not need to be submitted to Payroll Services.

Employee Name	UIN
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### New Employees Forms:

- [EPA](#) (Employee Payroll Action)
- [Employee Personal Data Sheet](#)
- [W-4 Form](#)
- [I-9 Form](#) For more information, see the [I-9 Processing Flowchart](#)
- [Direct Deposit Authorization](#) (Please encourage enrollment)
- Copy of Social Security Card (Suggested, not required - for tax reporting purposes only)
- Copy of Permanent Resident Card for Lawful Permanent Resident Employees
- [Statement of Selective Service](#) all male employees
- Copy of Work Study Certificate for student hired under work study title code

### International Employee Required Forms:

- Students – Employment Eligibility Certification Form from [International Student Services](#)  
*Supervisors should be aware that international student workers are not allowed to work more than 20 hours in a work week- which is defined as Thursday through Wednesday.*
- Faculty & Staff – Status Acknowledgement Form from [International Faculty and Scholar Services](#)  
 See the [International Employee Payroll Processing Flowchart](#) International Employee Payroll Processing Flowchart to determine the required forms.

### Budgeted Employees (Classified and Non-Classified)

- Hiring Certificate (Forwarded by HR Recruitment Center)  
 (Needed for New Hire, Transfer In, Promote In, or Demote In)  
**Exceptions:**  
 All faculty Positions (Object Code 1410, 1420, & 1310)  
 Research Title Codes 9880, 7360, 7351, 7252, & 7156 (need Form 5G)  
 Graduate Assistants (9180, 7550, 9221)  
 Psychology Intern (8743)  
 Apprentice  
 Teaching Associate – TAMU Qatar

### Employees Under Age 18

- [Minor's Release Form](#)

### Additional Payroll Action Forms:

- New Faculty (endowed positions)  
 Letter of Appointment with Executive V.P & Provost approval
- New Faculty (other than endowed positions)  
 Approval to hire signed by Dean of Faculties
- [5-G](#) To create a new Research Position or reclassify an existing one
- Position Allocation Notice (PAN) or approval email from online Position Description System  
 To create or reclassify a Budgeted Position with a classified title code
- Non-Classified Position Request Form or approval email from online Position Description System  
 To create or reclassify a budgeted position with a non-classified title code

### Employment in Excess of Maximum Position Percentage Effort

- Graduate Positions (except 7539) – Memo thru Office of Graduate Studies
- Budgeted Positions – [Agreement for Dual Employment](#) signed by all departments

#### TAMUG--Need Help?

Payroll Services  
 Texas A&M University at Galveston  
[payroll@tamug.edu](mailto:payroll@tamug.edu)  
 409-740-4837

#### TAMU--Need Help?

Payroll Services  
 Texas A&M University, College Station  
[payroll@tamu.edu](mailto:payroll@tamu.edu)  
 Team PhD – 845-2782 or 845-2787  
 Team CEO – 862-2898 or 845-2760  
 Team PALS – 845-2797 or 845-4737