

# STUDENT EMPLOYEE HIRING PROCESS

## ITEM NEEDED TO START PROCESS:

Provide Employee Application  
with Hiring Department section  
completed.

## BACKGROUND CHECK DOCUMENTS

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- 1** RECORD RELEASE  
AUTHORIZATION
- 2** DPS COMPUTERIZED CRIMINAL  
HISTORY VERIFICATION

DOCUMENT PROCESSING NORMALLY TAKES  
5 TO 10 BUSINESS DAYS

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- EMPLOYEE CLEARED TO WORK**

HR WILL EMAIL HIRING LEADER &  
CAREER SERVICES THAT STUDENT IS  
CLEARED TO WORK

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- 3** HIRING LEADER CAN BEGIN THE  
ELECTRONIC PERSONAL ACCESS  
FORM FOR EMPLOYEE

*EPAF Creation Here*

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- 4** NEW HIRE CONTACTS CAREER SERVICES

*Career Services confirms appointment with  
student employee to complete new hire  
paperwork*

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## CONTACT INFORMATION

**EPAF inquiries:** HR ext 6116, email DL-HREPAF  
**Work-study status:** Andreina Villarreal, ext. 3941  
**New hire paperwork:** Jennifer Cerda, ext.3488