When you have ALL of the following paperwork together and completed, please e-mail rctutors@cehd.tamu.edu to set up an appointment to personally bring it by the office.

*Please put completed paperwork in this order:

- **Student Information Sheet**
- **Work Study Certificate**
  - This can be found on your financial aid portal, which can be accessed via Howdy. The financial aid office will officially award your “TUTOR Work Study” as soon as they receive notification from our office that you have been hired by R&C. (Your work study certificate may not be available until the financial aid office has done this. So, you may need to wait a few days after your offer letter from R&C.)
- **Employee Personal Data Sheet** – (Please make sure you have included ALL 3 pages & sign)
- **W-4**
- **Direct Deposit Form**
  - If you don’t choose this option (to have your check automatically deposited into account), you will need to personally pick your paycheck up from the General Services Complex each pay period (every 2 weeks).
  - *If you choose to add your direct deposit information at a later time, you can add your information in online (through HR Connect on SSO.)*
- **I-9** – We only need p. 7 and 8. (R&C Offc. will complete p.8) *You will also enter this info. online @ R&C Ofc.*
- **Verification Documents for I-9** – Must bring in **originals** for us to view. We will make a copy for you.
  - (most common are passport OR Soc. Security Card + drivers’ license)
  - *All acceptable documents are listed on p. 9*
- **BISD Background Check Form**
- **Tutor Agreement Form, Dress Code, Attendance Policy, Performance Improvement Plan Policy**

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**Do you have another job on campus?** If so, you will need to let us know as we will also need to complete a **Dual Employment Form**. (R&C, you, and other employer have to sign.) If you are not going to continue employment with them, they will need to “terminate” your status in SSO before we can add you as an employee.

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Once all of the paperwork (mentioned above plus any add’l paperwork requested by our business office) is received, we will forward your paperwork to Human Resources. **HR will then send you an e-mail with a link.** Please fill out the requested information on the link asap. This is to complete your **Texas A&M CRIMINAL HISTORY Check.** Only once this report comes back “clear”, will your information will be forwarded to payroll & they will then create your timesheet on SSO. **Note: You will not have a timesheet up on SSO until ALL of this is completed.** (The processing of your paperwork can take up to two weeks **AFTER** you have turned in all of your paperwork & completed your background check.)