

Congratulations on your new appointment with the University of Houston-Clear Lake! We are excited to have you join our team! Please review the following information carefully so your employee information can be processed as quickly as possible.

Enclosed in this packet are required documents for employment at the University of Houston-Clear Lake.

- All documents must be completed in their entirety.
- Your Employee ID and Student ID number are the same. If you do not know this number you may leave this blank.
- Student Status Options:
 - 1. Non-affiliated student:** One who is enrolled at another institution of higher education or, in some cases, at a high school. There are some restrictions to the number of hours and times of day a high school student may work under the Fair Labor Standards Act (FLSA). A high school student employed to work at UHCL is required to provide an employment release, signed by a parent or legal guardian, to the UHCL Office of Human Resources before beginning work. High School Students and their supervisors are required to comply with these federal regulations scheduling work hours.
 - 2. Currently enrolled student:** One who is currently enrolled at UHCL.
 - 3. Continuing student:** (not currently enrolled) – One who has been enrolled the previous semester and is scheduled to be enrolled the following semester and who is eligible for enrollment at the time the work is being performed. This category covers UH-Clear Lake students who are skipping a semester or skipping the summer sessions with plans to return in the fall.
- If you do not have a social security number you may leave this field blank. Please note: you must obtain a social security number and card or payment will be delayed. The following link will help you find a local social security office: <http://www.ssofficelocation.com/houston-texas-social-security-offices-soc955>.
- Complete each form online, print and sign where appropriate. Please print single-sided.
- Submit the completed packet to your hiring department.
- Direct Deposit is mandatory.
- Failure to submit the completed forms will delay completion of your hire.

Please note hire packets are a requirement of employment. Incomplete packets cannot be processed. You will be contacted about required changes.

If you have any questions regarding the hiring packet please contact the Office of Human Resources at 281-283-2160 or humanresources@uhcl.edu.