Student Worker Hiring Checklist

Name: _____ RIN: _____E-mail address: _____

Students who are US Citizens or Resident Aliens –

- ☐ Obtain a copy of the FWS placement letter *(Federal Work Study students only)*
- ☐ Verify student has a Form I-9 on file using the daily query sent via email

I-9 is on file

- ☐ Verify student has Student Employment Card and remind student to update paperwork in Student Employment Forms Packet if changes are required
- ☐ Issue Student Employment Card if student does not have one

I-9 is not on file

- ☐ Provide the student the Student Employment Forms Packet and have them complete it
- ☐ Complete section 2 of Form I-9
- ☐ Issue Student Employment Card

- ☐ Decide on the students' rate of pay *(Federal Work Study rates are determined by Financial Aid)*
- ☐ Establish the job in SLAGFAR *(graduate students only)* or complete the Student Authorization/Cancellation Form and send to payroll *(Federal Work Study jobs are sent electronically from Financial Aid)*
- ☐ Obtain signed confidentiality statement, if required by the department *(Maintain that statement in the department office)*
- ☐ Obtain proof of the training, if required by the department

Students who are Non-Resident Aliens –

- ☐ Provide the student the International Student Pre-employment Checklist
- ☐ Verify student has a Form I-9 on file using the daily query sent via email

I-9 is on file

- ☐ Verify student has Student Employment Card and remind student to update GLACIER if changes are required
- ☐ Issue Student Employment Card if student does not have one

I-9 is not on file

- ☐ Advise the student they need to make an appointment with Disbursement Operations

- ☐ Decide on the students' rate of pay *(Federal Work Study rates are determined by Financial Aid)*
- ☐ Establish the job in SLAGFAR *(graduate students only)* or complete the Student Authorization/Cancellation Form and send to payroll *(Federal Work Study jobs are sent electronically from Financial Aid)*
- ☐ Obtain signed confidentiality statement, if required by the department *(Maintain that statement in the department office)*
- ☐ Obtain proof of the training, if required by the department

Information to discuss with students

- ☐ Talk to student about the work schedule (ensure the student is aware of the maximum number of hours that are allowed to work per week)
- ☐ Explain how hours are submitted (be specific and stress the deadlines)
- ☐ Explain how they get paid, encourage them to sign up for direct deposit, if receiving a check, tell them where to pick it up, encourage them to sign up for an electronic W-2

- ☐ Review job description and department expectations
- ☐ Determine if access to building, lab, etc. is required
- ☐ Clearly explain when and where the student will be working
- ☐ Explain the process of notification if they need to come in late, leave early, or will not be in
- ☐ Ensure the student is aware of the Student Employment Handbook and Policy and recommend they review it