M E M O R A N D U M

TO: All Student Employee Supervisors

FROM: Payroll

DATE: July 2, 2015

RE: New hire procedures for student employees

Please follow these instructions for hiring a work study student:

1. Advertise for the position and interview.
2. Require applicants to provide an award slip from the Financial Aid Office to be sure they have been awarded work study funds.
3. Once you have selected a student, complete the Federal and State Work Study Referrals (located on the HR webpage) with the information provided on the award slip. The supervisor, student and Dean/VP must sign the referrals and send them to Payroll.
4. The student must stop by the Payroll Office on their first day of work or before starting work to complete new hire paperwork. Payroll/HR will complete the background check.
5. The student must bring documents to validate the I-9 (ID and social security card OR passport validate the I-9 but campus policy requires the social security card as well)
   Federal law requires that all new employees complete an I-9 on or before the third day of employment.

Please follow these instructions for hiring a student help employee:

1. Verify which budget you will pay the student from and if there are enough funds available.
2. Advertise for the position and interview.
3. Once you have selected a student, complete the Student Help Action Form. Please be sure to include the budget. The student, supervisor, and Dean/VP must sign the form. Once signed, send the form to the Payroll Office.
4. The student must stop by the Payroll Office on their first day of work or before starting work to complete new hire paperwork. Payroll/HR will complete the background check.
5. The student must bring documents to validate the I-9 (ID, social security card and passport validate the I-9 but campus policy requires the social security card as well)
   Federal law requires that all new employees complete an I-9 on or before the third day of employment.

Things to remember:

- If you are hiring a DACA student, please contact payroll to ensure the student has a valid I-9 on file and is authorized to work in the United States before proceeding with the hiring process.
- Please note that Work Study Students must be enrolled in at least 6 credits each quarter.
- Students are not allowed to work more than 19 hours per week when classes are in session.
- New referrals and/or student help action forms must be renewed and sent to the Payroll Office at the beginning of the fiscal year, July 1st, even if the student is not changing positions.

Call Tyler Iddings in Payroll at 2220 if you have any questions.