

PROCEDURES FOR HIRING STUDENT EMPLOYEES

The following steps detail the required procedures for hiring new student employees.

1. **The student completes an employment application and submits it to the department/office in which the student wishes to be employed.** Supervisors can elect to choose the Student Employment Application provided by Human Resources or an application unique to the respective department.
2. **The supervisor determines if the student worker is a 03 (state/department funded) or 04 (federally funded) worker.**
 - Verify with Financial Aid if the student is eligible for 04 funds. Contact Financial Aid and confirm that the student is 04 funded and confirm the amount awarded for each/both semesters.
 - If the student is not eligible for 04 funds, then determine if departmental funds are available and the student can be requested as a 03 worker.
3. **The supervisor completes the appropriate request form for each student requested.** Student worker requests can be made for the full or partial academic year (see Student Worker Request form).
 - Students designated as 04 students are requested using the Federal Work Study Authorization (FWS) authorization [form]. The requesting department must have the FWS authorization [form] approved by the Financial Aid Department before the student is hired as a 04 worker.
 - Students designated as 03 workers must have a Student Worker Request [form] completed as part of the packet of documents submitted to Human Resources. View [flowchart] for steps on the verification process.
4. **The supervisor gives the student employee the appropriate packet of required documents to complete. International Students have additional requirements for employment. The specific process is detailed in the Procedures for Hiring International Student Employees. (Form will be linked) Each new student employee is required to complete the following documents and return them to the supervisor.**
 - Personal Data Form
 - I-9 Form (Employment Eligibility)
 - W-4 Federal Withholdings
 - L-4 State Withholdings
 - Drug-Free Workplace Policy Acknowledgement
 - Recoupment of Overpayments Acknowledgement
 - Direct Deposit Form

5. The student returns the documents to the supervisor for review. The supervisor makes copies of the student's driver's license and social security card to submit to Human Resources and to use for the completion of section two (2) of the I-9 Form.
6. The supervisor reviews the documents submitted by the student and ensures all documents have been completed properly.
7. **Using the Student Staff Checklist (hyperlink).** The supervisor submits the following documents to Human Resources:
 - Personal Data Form
 - I-9 Form (Employment Eligibility)
 - W-4 Federal Withholdings
 - L-4 State Withholdings
 - Drug-Free Workplace Policy Acknowledgement
 - Recoupment of Overpayments Acknowledgement
 - Direct Deposit Form
 - Student Worker (03 State) Request or FWS Authorization Form
 - Pay-Rate Increase Justification Form (*this form is only used if the starting pay of the student employee is greater than \$7.25/hr.*)
 - Hourly Increase Justification Form (*this form is only used if the department/office wants the student to be able to work up to twenty-five (25) hours a week.*)
 - Copy of signed Social Security Card
 - Copy of driver's license or other appropriate identification
8. **Human Resources will contact the requesting supervisor via email within one business day of receipt of the completed document packet. The email will address the status of the student's eligibility to work.** Human Resources will confirm that all required documents have been received and that the student is eligible to begin work. If the student is not eligible to work, the email will state what actions are required by the requesting department. **A student cannot begin work until Human Resources indicates that the student is eligible to do so.**
9. The supervisor will notify the student of eligibility to work and official start date.
10. See the [Student Employment Manual] for further detailed information.