Steps to Hiring Non-Work Study Students

The Office of Human Resources assists departments with hiring non-work study students and tracking work hours to facilitate the student payroll process. The process to hire Non-Work Study student employees is as follows.

Step #1 *Hiring Supervisor completes* ***Student Hiring Request***

This form is to be completed by the "Requestor" or "Supervisor" **BEFORE** students begin any employment. A new form must be completed for each student for each semester or period of employment

Step #2 *Hiring Supervisor completes* ***Student Position Description***

To be completed by the "Requestor" or "Supervisor" and approved by the Office of Human Resources.

Step #3 *The selected student completes the* ***Student Data Form***

Step #4 Submit Forms used in Steps 1, 2 and 3 to the Office of Human Resources as one packet with all appropriate signatures.

The Office of Human Resources will work with students to complete the process with the following:

1. **I9** – Federal form which supports the student's eligibility for employment in the United States.
2. **Direct Deposit** – Authorization for Payroll Office to deposit wages into the student's bank account.
3. **W4** – Form to authorize tax withholding
4. **Employment Letter –** Letter signed by President or a designee to offer employment on campus.
5. **Student Workplace Guide** – This guide is distributed by the Office of Human Resources (Student Payroll) **AFTER** the student has submitted all required documents to complete the hiring process

   The student returns the signature page of the Student Employment Guide to Hiring Supervisor.