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.

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

1. **I-9** — 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. **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.