Interview students, select hires, and offer position. Verify credits for student eligibility (non-int. undergrad: 6, graduate student: 3, int. student: 12).

Student to complete Section 1 of Student Employment Form

Is the student either currently working the U or have they in the past?

Was it for your department?

Is the student currently active in Kronos?

Yes

No

OK to start working. No paperwork or I-9 needed

Send student name to Aux Payroll with subject line “Student I-9 Status Check” (if you need to check multiple students, please send list in one email)

Aux Payroll responds with:

No need to complete another I-9

Student needs to complete an I-9

Non-international student

International student

Determine start date, complete Student Hire Letter, mark “Needs to Complete I-9” box, keep copy of the letter and give original to student

Determine date which student needs to bring yellow sheet back (first day of work/start date). We recommend allowing at least one to two weeks. Supervisor to fill out Verification Letter, keep copy of the letter and give original to student

Current/Former Employee

New Employee

Student completes steps 3 & 4 on “International Student Instructions Sheet”

Student completes all steps on “International Student Instructions Sheet”

Supervisor to fill out Section 2 of Student Employment Form. Start Date must match Start Date from Student Hire Letter AND Start Date in I-9 system. *If you are completing I-9 prior to students actual first day of work (start date), the start date on the Hire Form becomes the I-9 date.

Supervisor to scan and email completed “Student Employment Form” to Aux Payroll at least 24 hours before start date

*email subject line: “DEPT Student Hire” (e.g. HRL Student Hire)*

Once Employment Form is received, Aux Payroll enters student in PeopleSoft and Kronos so student can punch on their first day

On Start Date determined in Student Hire Letter, complete student and supervisor sections of the I-9 if necessary or collect yellow sheet if student is international. Student WILL NOT GET PAID if the I-9 isn’t complete within 3 days of the first day of work.

Supervisor to have student fill out hire forms: Kronos Timekeeping Policy, Policy on Acceptable Use of Technology, and any other departmental forms (e.g. PCI, Emergency Card)

Supervisor to send hard copies of signed Kronos Timekeeping Policy and Policy on Acceptable Use of Technology (and yellow international sheet, if appropriate) to Aux Payroll via Payroll Courier. Please do not scan and email hard copies.

Supervisor to provide student with Student Info Sheet

*For international students with yellow sheets - within a few weeks, student should receive the SSN card. At that point, the student should bring the card to their supervisor. Supervisor should work with departmental coordinator to securely send to AuxPay*