

Checklist for Hiring Students

(Updated 04/2023)

Student Name: _____ Start date (after on boarding) _____

Cell phone _____ Supervisor Name _____

APPLY TO WORK:

-**Work-study students** should start at the Financial Aid Office, Rm 115 and complete a work-study job application.

-**TRIO Student Tutors** should start at the Student Tutoring Center on 2nd floor with Dr. Falcon Campos.

1. SUPERVISOR INTERVIEW:

Once approved by the Financial Aid Department, send the student an email request to meet with a Donnelly Department Supervisor for an interview. Before the interview **check the maximum number of allowed weekly hours the student can work with Financial Aid.**

- a. A Job Description should exist or have been created and be presented to the employee during the interview.
 - i. Discuss responsibilities and expectations.
 - ii. Discuss pay.
 - iii. Plan a schedule – **IMPORANT: check maximum number of allowed weekly hours with Financial Aid.**
 - iv. Determine the start date.
 - v. Check to see that the student has a BANK ACCOUNT – they will enter the routing # and account # into Paylocity.
 - vi. Check to see that the student can bring their ORIGINAL IDENTIFICATION to HR
 - a. A US PASSPORT
 - b. OR a DRIVER'S LICENSE/PERMIT with their SOCIAL SECURITY CARD (or EMPLOYMENT AUTHORIZATION).

IMPORTANT: THE STUDENT CANNOT START WORKING UNTIL THEY HAVE MET WITH HR AND BEEN ON BOARDED IN PAYLOCITY AND COMPLETED THE FEDERAL EVERIFY PROCESSING.

2. PAYROLL ON-BOARDING:

Please complete and submit the following.

- a. **Personnel Action Form with the supervisor's signature**, located on the Donnelly Human Resources webpage.
 - a. Sign and submit to HR pdickinson@donnelly.edu
 - b. Send a copy of the student's **job description** to HR.

3. Have the student **read and sign**

- The Student Confidentiality Agreement
- The Employee Technology Use Policy.
- Both forms are located on the Human Resources webpage.

FOR THE FIRST DAY OF EMPLOYMENT:

1. Provide a clean and supplied workspace for the employee.
2. Provide a copy of the employee's job description & procedures to the employee for reference.

IMPORTANT: Be sure to understand and track student work hours and pay, so the student does not exceed the budgeted federal amount allowed for work-study. If this happens, the student will need to stop working. Check with financial aid for the amounts.