Steps to Hiring a New Student Employee

*Contact Sheena (2-9808) or Sheryl (2-9169) questions about the hiring process at any time.*

**New Employee Registration (NER) : Monday – Friday, 8:00a.m. – 4:00p.m.**

*If you have any questions regarding NER, contact* ***Francie Martin at 884-7913.***

***√ Step one:***

Department Supervisor hires student.

***√ Step two:***

Supervisor shares with student the following information.

* Look for an email from HRS within 24-48 hours. The email will have information about completing new hire paperwork in myHR. The student will need to complete the following online:
  + Personal Information
  + Direct Deposit Information (student must have an open checking or savings account)
  + Federal and State Tax Info (student may want to talk to parents before filling this out)
  + Section 1 of the I9
* The student will physically need to take social security card and I9 documentation to CAPS center to present to NER folks on or before the first day of work.
* Supervisor gives student the NER paperwork (pg. 1. - NER hours, pg 2. – Acceptable Documents, pg 3. – Map)

***√ Step three:***

Supervisor fills out Notification of Employment Form (NOF), and sends to Sheena or Sheryl. You must turn in the NOF for student employees or the ePAF and onboarding email will not be generated.

NOF information will be entered into ePAF

* HRS will send student/employee an onboarding email 24-48 hours after they received ePAF from Sheena or Sheryl.
* The employee will complete and submit the following forms through MyHR:
  + My Personal Information
  + My Direct Deposit
  + My Federal and State Tax Info
  + My I-9 Information
  + Student will need to physically take original social security card and identification for section 2 of I-9 to CAP center to the NER folks on or before the first day of work.

***√ Step four:***

**Once student has completed onboarding they are welcome to go to NER anytime between 8am – 4pm Monday – Friday without setting an appointment.**

* Student shows original social security card (see map pg. 3)
* Student shows acceptable I9 documentation (see page 2 NER paperwork)

***√* *Step five:***

Student is ready to go to work.