

CHECKLIST FOR HIRING STUDENT/TEMP EMPLOYEES

Students can work up to 20 hours per week (Wednesday thru Tuesday) while school is in session and up to 40 when outside of the academic session.

ALL HIRES

CHRI form must be complete and cleared before processing below forms for new and rehire (w/ gap 6 months employment)

New Hire

❖ US Resident

- Student Hire Form
- Personal Data Sheet
- I-9 & Direct Deposit (HR)

❖ Non-Resident

- Student Hire Form
- Personal Data Sheet
- I-9 & Direct Deposit (HR)
- Foreign National Documents
 - FN Tax Documents
 - Copies of Passport, Visa, I-94 card and Social Security Card
 - Copy of I-20 or DS 2019 (J1 Status)

Rehire (within 1yr)

❖ US Resident/Non-Resident

- Student Hire Form

IN ADDITION

Undergraduate

❖ College Work Study (CWS)

- CWS Hire Authorization Form
 - Only 1 position allowed at a time.

❖ Non College Work Study (NCWS)

❖ Academic Support Assistant (ASA)* also need a Non-Resident Tuition Waiver Application

Graduate

❖ GA/GANE/IA/RA/TA/TF

- Non-Resident Tuition Waiver Request/Application (only IA/RA,TA)

Staff

❖ Temporary Staff

TRAM Training

Mandatory Training

- Complete within 30 days *Applied to all new and rehire employee