



# Student Employee Hiring Form

Tax Status

US Citizen

PRA

Other

Handshake Job ID#  
Contact Career Ctr. for questions

Dept. Leave Blank

TU Student ID

Rec #

**Is Fingerprinting Required for this job?**

If "Yes" - Fingerprint Verification Slip is required for processing.

Last Name

Job Type

First Name

Effective Date

Pay Rate (per hour)

Hiring Department Name

Hiring Dept. #

Funding Dept. or Grant #

Departments must verify FWS award amount and that the student has satisfied all requirements by emailing the Financial Aid Office at [fws@towson.edu](mailto:fws@towson.edu) before submitting the form.

Reports To (Supervisor) Name:

On/Off Campus FWS job?

On-Campus FWS Funding Dept. Codes  
(Use only if you check on-campus FWS)

Total FWS Award

FWS Year

Off-Campus FWS Funding Dept. Codes  
(Use only if you check off-campus job)

Comments/Remarks (Please note: A job title can no longer be added to the student timesheets)

**Department Instructions:** Complete/Sign and email form to student. Please remind the student they will need to take a printed copy for on-boarding.

**Student Instructions:**

- Print/Sign/Date Student Hire Form and complete the following tasks prior to going to Human Resources for I9 processing:
  - a. Complete "Step 1" of the I9 process by creating your HireRight account here: [https://ows01.hireright.com/oseserv/entry?entry=i9\\_kiosk&code=TOWSON](https://ows01.hireright.com/oseserv/entry?entry=i9_kiosk&code=TOWSON)
  - b. Type, Print and hand-sign the [Payroll Direct Deposit Form](#). (The State Payroll Office requires this form to be TYPED, then printed and hand-signed. Please mark the "Contract" option, and use TU Agency #360224.)
  - c. Complete, print and hand-sign both the [2022 Federal W4 and MD507T Tax Withholding Forms](#). (This link directs users to an instruction page with two separate links; the Federal W4 and the MD MW507. Please mark the "CT" Payroll System, and use TU Agency #360224
- Report to TU Human Resources in-person to complete Step 2 of the I9 process (1st floor - Admin Building). Be sure to have your **ORIGINAL I9 Acceptable documents/ID** (no copies/photos!), your printed Student Hire Form, and completed/hand-signed payroll forms.
- Following I9 completion, deliver all documents to Payroll Office (4th floor - Admin Building).
- Questions? Contact [studentpayroll@towson.edu](mailto:studentpayroll@towson.edu)

Student Employee Signature: \_\_\_\_\_

Date:

Supervisor Name

Supervisor Phone

Supervisor Email

Hiring Manager/Supervisor Signature: \_\_\_\_\_

Date: