

On-Campus Student Employment Checklist

Effective 11/29/2011



Please follow all required procedures outlined below in order to be put on the Payroll system. Signature recommended but not required.

STUDENT NAME: _____

ID # _____

<p>Step 1: Department and Student Employment Office (<i>Career Center</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follows instructions provided at: http://www.towson.edu/careercenter <input type="checkbox"/> Departments – Create/update account on Hire@TU for Employers <ul style="list-style-type: none"> – Post your job – Review applications – Set up interviews – Hire & set terms of employment (hours, schedule, job expectations) – Complete and sign 311T* <p>*For international students with no Social Security Number (SSN): Supervisors need to complete hire letter certified by the International Student & Scholar Office. For more information, see: http://www.towson.edu/isso/working.asp. Have them complete this process first and then apply for SSN.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Students – Create/update account on Hire@TU for Students <ul style="list-style-type: none"> – Post your resume and complete TU application – Review and apply for jobs – Attend interview – Complete Form W-4 – Take 311T and Form W-4 	<p>Signature of Supervisor:</p> <p>Date:</p>
<p>Step 2: Office of Human Resources – 1st floor Admin. Bldg., Room 101 (M-F 8:00 – 5:00 p.m.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fill out Form I-9 as required and have OHR verify within 3 days of hire <input type="checkbox"/> Bring <i>original</i> forms of identification or immigration documents to OHR <input type="checkbox"/> Present 311T as evidence of your job <p>NOTE: Students may LEGALLY begin to work once they have completed the I-9 – even if they do not have a SSN.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If you are not a US Citizen or Permanent Resident Alien, you must email nrtax@towson.edu to make an appointment for a tax status analysis. 	<p>Signature of OHR Staff:</p> <p>Date:</p>
<p>Step 3: Student Financial Services – 4th floor Admin. Bldg. (sfs@towson.edu; M-F 8:00 a.m. – 5:00 p.m.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure Social Security Number is on all paperwork <input type="checkbox"/> Submit completed and signed forms: <ul style="list-style-type: none"> – 311T Form – W-4 Form – Tax Residency Status Form (yellow sheet from Human Resources) – Any other payroll paperwork (direct deposit, etc.) – If foreign national, Tax Code Summary sheet 	<p>Signature of SFS Staff:</p> <p>Date:</p>