On-Campus Student Employment Checklist
Effective October 1, 2016

Please follow all required procedures outlined below in order to be put into the Payroll system and have an electronic timesheet created. Signatures on this form are a recommendation only!

STUDENT NAME: ___________________________________________  ID #___________

**PART I: Hiring Department & Students**

**Departments** – Create/update account on [Handshake for Employers](#)
- Post your job, review applications & set up interviews
- Hire, set terms (schedule/expectations)
- If student has [Federal Work Study](#) funding, email fws@towson.edu to confirm award status/amount, and complete FWS section on the hiring form.
- Add students to the New Student Employee Orientation module
  - Email Students First/Last name and email address to kpluemer@towson.edu
- Complete/sign [Student Employee Hiring Form](#) & give to student (Graduate Assistants – GA Office will complete paperwork)
- For [International Students with no SSN ONLY](#)-complete/sign the Employment Letter and send with student to the ISSO for validation and instructions to apply.

**Students** - (Complete online/before going to the Admin. Building)
- Complete [New Student Employee Orientation](#) via Blackboard; module should appear upon sign in; Students must Earn 80% or better on assessment.
- Complete Section 1 of the I9 process online: [https://ows01.hireright.com/oseserv/entry?entry=i9_kiosk&code=TOWSON1](https://ows01.hireright.com/oseserv/entry?entry=i9_kiosk&code=TOWSON1)

- [International Students~](#)
  - For International students with NO Social Security Number (SSN) ONLY!
    - Complete full I9 process to begin work!
    - Take Completed Employment Letter to the ISSO for validation and instructions to go apply for your SSN in person at the Social Security Office in Towson, MD.
  - For International students w/ SSN, or when SSN arrives by mail-
    - Contact nratax@towson.edu to setup an appointment for tax analysis before going to the Payroll Office. NRA Tax Associate will assist with Payroll forms.

**PART II: Administration Building (M-F, 8:30a.m-5p.m.) in person.**

**Office of Human Resources, 1st floor:**
- Take Hire Form and original, acceptable forms of identification (or immigration documents) to OHR to finish the I9 Process.
- OHR Representative will give student a yellow “I9 confirmation/Tax Residency Form” to take to Payroll.

**Payroll Office, 4th Floor:**
- Present Student Employee Hiring Form as evidence of your job
- Present Yellow I9 Confirmation/Tax Residency Status Form
- Complete [W4/MD 507](#) Tax withholding Form
- Complete [State of MD Direct Deposit Authorization Form](#)
- Receive “Student Payroll Tips Sheet” with timesheet and pay information.

**PART III: Return Signed Checklist to Hiring Department Supervisor**
- Return Signed Checklist to Supervisor to verify hire process is complete.
- Student’s electronic timesheet should post online within 1 week

Signature of Supervisor: __________________________ Date: ____________

~Int’l Student’s ONLY~

Signature of NRA Tax Office: __________________________ Date: ____________

[NOTE](#): Int’l Students may LEGALLY begin to work once they have completed the I-9 – even if they do not have SSN. For more information, see: [www.towson.edu/academics/international/isko/](http://www.towson.edu/academics/international/isko/).

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Signature of Payroll Representative: __________________________ Date: ____________

Signature of OHR Representative: __________________________ Date: ____________