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 campusjobs@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.

### Signature of Supervisor:

**Date:**

### 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/issos/](http://www.towson.edu/academics/international/issos/).

### 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.

### Signature of OHR Representative:

**Date:**

### Signature of Payroll Representative:

**Date:**

### 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:**