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=TOWSON
 	
   ~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:
	
	~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/isso/.

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	*Supervisor:* *Date:*