



## NEW HIRE CHECKLIST FOR STUDENT EMPLOYEES

### Student Employment and Payroll Documents

*Click on links below:*

- [Human Resources Payroll Action Form](#) (PAF)
  - Payroll cut-off Dates
- [Eligibility and Application for Student Employment Form](#)
- [I-9](#) (Employment Eligibility Verification)
- [W-4](#)
- [Lab Safety Training Scheduled with Environmental Health & Safety](#) (for students working in a laboratory setting)
- [New Hire Policy Acknowledgement Form](#) – All required forms are attached to this form
  - Computing Network Use Agreement
  - NSHE Policy against Sexual Harassment and Complaint Procedures
  - Nevada Workplace Safety
  - Policy Statement Alcohol/Drug Free Workplace

### Please remember to:

- Budget account
- Link position number

### In order to be processed the following information is required on the Eligibility Form and PAF. *Click on links below:*

- [Job Class Code](#)
- [Job Classification](#)
- [Hourly Wage](#)

### Additional forms or information that may be required for foreign nationals

*Click on links below:*

- [F-1 \(I-20\) Visa](#)
- [J-1 \(DS-2019\) Visa](#)
- [Social Security Number](#)

### Student Employment New Hire Packet Deadline

All new hire documents must be received 2 weeks prior to the employee's actual hire date. It is the responsibility of the department to submit the documents prior to payroll cut-off in order for employee to be paid in a timely manner.

Once documents are received by Student Employment the timeline for processing is 3-5 working days if they are complete, accurate, accounts budgeted, and accounts linked to position numbers.