University of Nevada, Reno
Statewide • Worldwide

Student Employment Human Resources
Mail Stop 0238
University of Nevada, Reno
Reno, Nevada 89557
(775) 682-6119 Fax: (775) 784-1073
dmadole@unr.edu

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.

Revised 3.9.2011LMT