



PREVIOUSLY EMPLOYED CHECKLIST FOR STUDENT EMPLOYEES

What is a previous employed student employee?:

- Is currently employed by another department on-campus
- Was previously employed within the last 90 days on-campus

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](#)
- *[New Hire Policy Acknowledgement Form](#) – *All required forms are attached to this form*
 - NSHE Policy against Sexual Harassment and Complaint Procedures
 - Nevada Workplace Safety
 - Policy Statement Alcohol/Drug Free Workplace
- [Lab Safety Training Scheduled with Environmental Health & Safety](#) *(for students working in a laboratory setting)*
- *[I-9](#) (Employment Eligibility Verification)

** these forms are only required if not currently on file with Student Employment Human Resources*

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.