Student Employment Human Resources
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# 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.