# NEW HIRE CHECKLIST FOR STUDENT EMPLOYEES

## Student Employment and Payroll Documents

- **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
  - NSHE Policy against Sexual Harassment and Complaint Procedures
  - Policy Statement Alcohol/Drug Free Workplace
  - Voluntary Self-Identification of Disability Form
  - Computing Network Use Agreement
  - Nevada Workplace Safety

## Personal Data Form

## Social Security Information and Form SSA-1945

## FICA Alternative Information Sheet and Form

## Direct Deposit Form

## Please remember to:

- Budget account
- Link position number

## In order to be processed the following information is required on the Eligibility Form and PAF.

- Job Class Code
- Job Classification
- Hourly Wage

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

- 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.

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