Hire Student Worker

More than 10 Student Worker hires

Review CBC with supervisor and student

Is the student cleared to work?

Yes

No

Student not hired.

No

Student receives onboarding checklist via email. Complete prior to first day.

I-9 (employment eligibility) verification or re-verification. Must be done in person

HR initiates CBC

Is the student cleared to work?

Yes

No

Criminal Background Check (CBC) needed?

Yes

No

New student worker?

No

Yes

Student receives onboarding checklist to reconfirm employment information

One year or more gap in work history

No

Yes

Review time keeping requirements and ensure student maintains record of time worked in HRS

Student receives work authorization from HR

Student begins work

No less than 5 days before work start, submit SEAF to HR (hrinfo@uwlaX.edu)

No less than 5 days before work start, submit SEAFs and Excel template to HR (hrinfo@uwlaX.edu)

Student receives onboarding checklist to reconfirm employment information

After student begins work, Student Worker supervisor must verify all employee timesheets for accuracy and approve timesheets on a bi-weekly basis. Updated: August 8, 2020