## Sample Checklist for New Student Workers

* Take your hiring form to the Student Employment Office (150 Reid, use the back entrance facing the road) for processing.
  1. **NOTE:** Be sure to have the required documentation (see side 2 of the hiring form) to verify your eligibility for on-campus employment; you will need to visit Student Employment between **1 and 4 p.m. Monday – Friday** to complete the required Federal I-9, W-4/ NC-4 tax forms, and direct deposit forms.
  2. Returning student workers may drop off paperwork any time between 8 a.m. and 5 p.m. **Returning and new student employees are not allowed to begin work until their hiring forms have been processed.**
* Submit your direct deposit form to Student Employment within 14 days of your first day of work. If you work for more than one department, your pay will be combined into one payment.
  1. Failure to submit a direct deposit form within 14 days of your first day of work may result in termination of your employment. To complete the direct deposit form, **you will need either a voided check, photocopy of a check, official bank form (available from your bank), or a deposit slip plus the account routing number**. For more information, please visit <http://studentemployment.wcu.edu>.
* Once your hiring form has been processed, you will receive an email from [ENTER DEPARTMENT HERE] containing our department’s Student Employment Manual. Begin reading the manual and keep a list of any questions you have.
* Review the list of expectations for your job within our department, which includes guidelines on communicating with our department when issues arise, submitting timesheets, and maintaining your schedule.
* Submit your first timesheet by 5:00 p.m. on the Monday it is due. You will need to keep a record of all relevant training and work time on your myWCU timesheet. Time that can be reported for pay includes: reading the Student Employment Manual, reading the manual for your specific job, and reviewing additional documents as assigned.
* If you have any questions, contact [ENTER CONTACT INFORMATION HERE].

**POSSIBLE ADDITIONS TO YOUR CHECKLIST:**

1. If you have a peer mentor program within your department’s employment program, include the information on how they are to connect with their peer mentor.
2. If your department requires any additional reading materials or training/ orientation sessions, include the information on attendance
3. Some departments require their student workers take a test after reading their manual on student employment; be sure to include that in the checklist as well.
4. If your student workers require any additional licensing or certification, include that information in the checklist with deadlines on when they need to obtain them.