HIRING PROCEDURES for STUDENTS

1) The hiring department is responsible to make the determination of the student status – graduate or undergraduate/enrolled or not enrolled.

2) If the student is under the Work Study program you must obtain approval through the Financial Aid Office.

3) Once the decision has been made to hire and all approvals (background check, salary/pay rate, etc) have been determined the following paperwork is needed:
   - Form I-9 – Eligibility to Work Form
     ♦ The form must be copied front and back
     ♦ Must provide employee with the copy of instructions
     ♦ Employee must complete Section 1 and sign
     ♦ CU must complete Section 2 – using the original documents provided by the employee as identification – passport, driver license, social security card
     ♦ CU must complete the Certification section – showing date employee started to work and sign
     ♦ Send original along with a copy of the documents used for identification to Human Resources
   - W4 Form – Tax Form
     ♦ Must be completed by the employee
     ♦ Send the original form to Payroll
   - Direct Deposit Form
     ♦ Must be completed by the employee
     ♦ Attach a voided check to the form
     ♦ Send the original form to Payroll

➤ This backup paperwork is to be sent to HR the same day of entry into CUBS – no later than the following. All new hires must now be entered into the E-Verify system no later than the 3rd day after beginning to work.

Entry into CUBS

- Employee information must now be entered into CUBS
- The day after entry the Database unit will check and verify the information entered
- The employee will be entered into the E-Verify system
HIRING PROCEDURES FOR ALL OTHER EMPLOYEES

1) Once the decision has been made to hire and all approvals (background check, salary/pay rate, etc) have been determined the following paperwork is needed:

- Form I-9 – Eligibility to Work Form
  ♦ The form must be copied front and back
  ♦ Must provide employee with the copy of instructions
  ♦ Employee must complete Section 1 and sign
  ♦ CU must complete Section 2 – using the original documents provided by the employee as identification – passport, driver license, social security card
  ♦ CU must complete the Certification section – showing date employee started to work and sign
  ♦ Send original along with a copy of the documents used for identification to Human Resources

- W4 Form – Tax Form
  ♦ Must be completed by the employee
  ♦ Send the original form to Payroll

- Direct Deposit Form
  ♦ Must be completed by the employee
  ♦ Attach a voided check to the form
  ♦ Send the original form to Payroll

➢ This backup paperwork is to be sent to HR the same day of entry into CUBS – no later than noon the following day. All new hires must now be entered into the E-Verify system no later than the 3rd day after beginning to work.

Entry into CUBS

- Employee information must now be entered into CUBS
- The day after entry the Database unit will check and verify the information entered
- The employee will be entered into the E-Verify system

➢ If this employee is being hired into a temporary, temporary grant or time limited position the department must have already submitted a Job Evaluation Form to establish the position and obtained necessary approvals to hire.

➢ If this is an intermittent employee the department must have already submitted a Job Evaluation Form and been given the approval to hire.