|  |  |  |  |
| --- | --- | --- | --- |
| Student Name |  | Start Date |  |
| Student Position |  | Department |  |
| Supervisor |  | Completed by |  |

**Instructions**: This checklist is provided to assist the Supervisor and HR in onboarding a new student. When the entire checklist is completed, the form should be filed in the department personnel file folder.

**Note: This checklist ONLY applies to U.S. Students.**

**International Students: Before hiring an international employee, please click on the link below. In addition, all International Students cannot telework from home.** [International Payroll](https://www.uwp.edu/explore/offices/humanresources/internationalpayroll.cfm)

|  |  |
| --- | --- |
| **Prior to Arrival** | **Who is Responsible** |
| * Discuss Covid-19 protocols and review Ranger Recovery website [Ranger Recovery](https://www.uwp.edu/rangerrecovery/)
* Discuss youth protection protocols and reporting of child neglect or abuse [Title IX](https://www.uwp.edu/explore/offices/titleix/)
* If applicable, reach out to CTS to set up **DUO Training** [DUO Training](https://uwparkside.qualtrics.com/jfe/form/SV_8f5zulaaWax6ABL) and Solar Access.
* **Supervisor communicates to the student a verbal offer and the following.**
	+ Read script on how to communicate a verbal offer to the student.
	+ Contingent upon passing a Criminal Background Check (CBC).
	+ Click on the link to complete the new hire/rehire form on BP Logix which will start the onboarding process

[BP Logix](https://uwp.bplogix.net/)* + Also click on the link on the notification form to start the criminal background check <https://www.uwp.edu/explore/offices/humanresources/newhirenotification2.cfm>
	+ An email will be sent to the student from HR to complete the CBC and I-9 forms and the supervisor will be copied.
* HR will email student stating they will be contacted by HireRight (outside vendor) to complete the CBC & I-9 forms.
* HR will attach the W4, Direct Deposit, and Self-ID forms to complete.
	+ Certifying the documents **must** be done prior or on the student’s first day of employment.
* HR recommends the Supervisor allow a week out to start the student.
* These student employment training videos should be viewed by students prior to coming on campus. If not, Supervisor should have the student view. [Student Employment Videos](https://www.uwp.edu/explore/offices/humanresources/student-employment-training-videos.cfm)
 | Supervisor |

|  |  |
| --- | --- |
| **Prior to Arrival** | **Who is Responsible** |
| * HR will send a work approval to the Supervisor when all legal paperwork has been completed.

**NOTE: No student starts prior to work approval from HR.** | HR Assistant*(Front Desk)*Ext 2204 |
| **Arrival in the Department** | **Who is Responsible** |
| * Supervisor should have the student review how to complete a timesheet.
* <https://uwservice.wisconsin.edu/docs/pd/upgrade/time-absence/ESS_Punch_Positive/>
* <https://uwservice.wisconsin.edu/docs/publications/phit_access_the_timesheet.pdf>
* <https://kb.uwss.wisconsin.edu/82812>
* Explain the Pay Schedule and give them a copy of the schedule.
* What time to report.
* What the expectations and duties.
* Supervisor will review with the student the importance of clocking in and out on a timely manner or their checks will not be processed on time.
* Student must login to the UW-portal and complete W4 on first day.
* Supervisor should be able to view student timesheet within 48 hours of start date.
 | Supervisor |
| * Student will be notified by Shared Services to complete the mandatory training which will be sent to their uwp.edu email. Note: Make sure they check junk/spam email box.
* Harassment & Discrimination Prevention
* Checkpoint: Data Privacy & Security (EDU)
* Mandatory Reporting
* Supervisor, please reach out to the student and follow-up if the student has completed the training modules. If they have not received notice from Shared Services, please reach out to hr@uwp.edu.
 | Student |