Procedure

UW Parkside

**Student Hire**

**The following procedures are guidelines and will help navigate the recruitment process. Any exceptions to the process should be discussed with the HR Recruiter, prior to implementation.**

**Note: This process only applies to United States Citizens. International Students should be directed to International Services.**

**Process**

***\*\* Human Resources is requesting a minimum of one week lead time before a student starts. This will allow for CBC and I9 results to be completed and communicated to the Supervisor.***

***\*\* Please refer to the New Student Orientation Checklist.***

1. Department identifies the need to hire a student.
2. The Student Employment Authorization Form (SEAF) is completed
	1. On the form, Supervisor will request the Criminal Background Check (CBC) via New Hire Notification on-line.

<https://www.uwp.edu/explore/offices/humanresources/newhirenotification.cfm>

* 1. HR will receive notification that the Supervisor has completed the New Hire Notification form.
1. HR will send an email to the student informing them they will be receiving an email from GIS (3rd party vendor who will be sending them a request to complete the CBC and I9 forms.)
2. SEAF is scanned and emailed to HR at **hr@uwp.edu****.**

**NOTE the following:**

1. The department should keep a copy for their records.
2. The form should be complete, accurate and legible and signed by Supervisor and Student.
3. **Please be specific for the working title and department.**
4. **Please do not use Student help as a working title.**
5. The Supervisor may assist the student in completing new Student paperwork except the I9.

In addition, the student will need to bring in identification to certify their I9 paperwork.

* 1. W4 and Self-ID
	2. Direct deposit

**NOTE: If there are more than (10) students, HR is available to assist in completing student paperwork.**

1. HR will forward (SEAF) to Budget for approval and obtain signatures.
2. The Student will bring all completed paperwork to HR as well have documents for I9 certification.

**NOTE: UW System Policy states all I9’s require certification prior to starting employment. Failure to comply may lead to substantial fines to UW Parkside.**

1. All new hire paperwork needs to be completed before a student can start i.e. CBC and I9.
2. HR will notify Supervisor if there are concerns and when all documents have been completed.
3. **The Supervisor is the student’s first point of contact if they are having problems with their paycheck. The Supervisor should contact HR to discuss the problem.**
4. Please remind students that if they do not complete the Direct Deposit Form the payroll checks will be mailed to their home.

**NOTE: The start date should never be before the criminal background check and I9 has been cleared from HR.**

**Verbal Offer to a Student Hire**

***Supervisor Script***

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| **Supervisor** | * Hi [NAME OF STUDENT]
* I am offering you the [POSITION TITLE] with [THE DEPARTMENT NAME]
* You will be doing [LIST DUTIES]
* Your pay will be [THE DOLLAR AMOUNT]
* Your hours will be [TIME]
* We are looking at [A START DATE OF … *(give a week out)]*
* You will be reporting to [NAME OF PERSON] and [LOCATION]
* There are few things we need to go over before you begin.
* **Your offer is contingent upon passing a criminal background check.**
* You will be receiving an email from HR stating you will need to complete the Criminal Background Check and I9 forms on-line. Please complete and submit these forms online. **You have 24/48 hours to complete the CBC and I9. Any delays in this paperwork will delay your start date.**
* You will also get an email from HR with W4 and direct deposit documents.
* Once you are cleared to work you will be asked to take the W4, the 2 required forms of ID for I9 verification, and the direct deposit forms to HR for final completion. Please do not email completed documents.
* Once you have completed your documents, we will go over your duties in detail and will review the Pay Schedule *(give them a copy when they start)* that is also available on your UW-Portal.
* Thank you and we look forward to having you on our TEAM.
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| **PLEASE NOTE:** If the student reveals any issue regarding their background check, let them know, we are glad you brought this to our attention and UW-Parkside does not discriminate, however, it will need to be reviewed and approved by the HR Director. If you have any questions, please call HR.  |

**NEW STUDENT ORIENTATION CHECKLIST**



