<u>Student Worker Supervisors</u>:

Your department may be hiring new student workers right now, so it's a good time to send a reminder on how student worker documentation is supposed to flow. Please see the below steps and let me know if you have any questions.

1. Once the student is hired, the supervisor needs to <u>immediately</u> set up the student as an employee on GCOnline. This triggers an email that is sent to the student, which contains the necessary forms to be filled out along with a reminder to bring I-9 identification when they drop off the forms. Federal law states that this identification needs to be presented within 3 days of their first day. For example, if a student starts working on a Monday, they need to come present their ID by the end of the day Thursday.

2. Once completed, the student brings their forms and ID to Accounting office. If a student is unsure how to fill out forms, Accounting staff can help them. Please discourage them from coming to the Accounting office to pick up the forms.

3. Accounting staff will then complete several sections on the forms and enter them into Jenzabar. Please have the supervisor verify the student's first day of employment. If the student hasn't already been entered into GCOnline, Accounting cannot enter any information into Jenzabar. This will delay the entire process.

4. Accounting will notify the supervisor that the forms have been entered into Jenzabar. The supervisor can then complete the GCOnline setup. Completing setup allows students to get a timecard and they can begin to enter their time.

Following this process allows for a smooth and straightforward setup. Please help make this a quick and painless process. Contact accounting@goshen.edu if you have any questions.

Thank you!