

Student Employment Hiring & Orientation Checklist



All information applies to students with and without federal Work-Study eligibility

Student

Obtain, complete, and return the following paperwork:

- Original Social Security card, *show to Accounting office (AD 05)*
- I-9 (Federal Employment Eligibility Form), *Accounting office*
- W-4, WH-4 (Federal, State, City Income Tax Forms), *Accounting office*
- Vehicle Driver's Application (if needed), *Physical Plant*

Supervisor

- Deactive your job posting on the GC job bank (goshen.edu/jobs)
- Add the student to your department's payroll through GC Online

Supervisor and student review together

Job description and duties:

- Student receives a copy of the job description
- Review how to complete basic duties and any special procedures
- Review use of telephones, computers, and office equipment

Working hours:

- Schedule working hours per week
- Review department policy on attendance, arriving late, illness, and absence

Online time cards and payroll:

- Review time card feature of GC Online and how to complete
- Student's responsibility vs. supervisor's responsibility (submission & approval)
- Date of first pay check (last Wednesday of each month, except December)
- Confirm student's hourly pay rate or stipend amount

Other:

- Confidentiality and importance of not sharing confidential information of any kind
- Additional departmental policies (appearance/dress, food, breaks, etc.)
- Awareness of Student Employee Manual (online at goshen.edu/careerserv)