

Hiring and On-boarding Your Student Employee

Please follow these steps once you have selected the student(s) you will be hiring for your vacant position(s)

- Complete a Personnel Action Request (PAR) Form (PARs can be found by visiting: http://www.westga.edu/budget/index_13662.php You will need to contact Pub and Print for the Carbon Paper that PARs must be printed on)
 - You will need the students social security number
 - Get this when you call to offer the student the job
 - You will also need the Effective Start Date
 - Check the Payroll Schedule to determine the start of the next pay period
 - http://www.westga.edu/hrpay/index_13833.php
 - If the student is a Graduate Assistant (GA) or a Federal Work Study Student (FWS), the PAR should be sent to Financial Aid
 - For all other students, the PAR will go directly to Budget Services
- If the student has never worked on campus before, they must go to Human Resources (HR) to complete New Hire paperwork. They will need to take the following information:
 - 2 forms of original identification (no copies) for the I-9 form
 - [List of Acceptable Documents](#) (view pg 9) Must present item from List A or an item from List B **AND** List C
 - Banking information on official bank document
 - Must include Account and Routing numbers
 - Let the student know as soon as possible that they will need this information.
 - Most students leave this information with their parents and may need to make a trip home to get them.
- The student is ready to start on the Effective date you entered on the PAR if they have completed all new hire paperwork in HR. HR will give the student a form to give you when all paperwork has been completed. We recommend that you ask the student to bring that form to you as soon as they receive it.
- One the first day the student starts
 - Allow your new employee ample time to complete mandatory training through CourseDen (<https://westga.view.usg.edu>)
 - Risk Management
 - Vehicle Risk & Safety
 - Ethics
 - Right to Know
 - Email ITS servicedesk@westga.edu to request a work email address (westga.edu) for the student. Usually the email address will match their current email address but will have the initials of your department added to the beginning and end with westga.edu
 - Ex: John Smith is hired to work in Career Services. John's school email is jsmith1@my.westga.edu but their new email for student employment purposes will be car-jsmith1@westga.edu
 - This is where you should send all emails that are work related