The Office of Student Employment - Staff Prospective
Student New Hire Process

- E-verify site is open for business
  - Confirmer performs crowd control, lines up waiting students, directs them to have their paperwork ready
  - Confirmer verifies that the student hasn't worked on campus before by using Banner on a handheld device
  - Confirmer confirms that student holds a completed Student temp authorization filled tax forms (NC-4 and W-4), I-9 Section 1 and I-9 IDs
    - If student has not yet filled out NC-4, W-4 or Section 1 of the I-9. Student does have complete Authorization and I-9 IDs
      - Confirmer provides empty forms to student
        - Confirmer reconfirms student has filled out forms fully
          - Confirmer places tax forms and authorizations in designated bins that will be delivered to Student Employment.
          - Confirmer provides a checklist to the student that explains what they're missing.
          - Confirmer does not keep the student's incomplete paperwork
            - Confirmer records student name, supervisor/dept. name for automated report/email alert
            - Confirmer sends student away, advising them to return with necessary documents within three days of their first shift
              - Staff sends report/automated email to supervisor to alert them that their student has not completed new hire paperwork and must discontinue working them after three days.
          - If student is missing I-9 IDs and/or Student Temp Employment Authorization has incomplete fields
            - Confirmer provides a checklist to the student that explains what they're missing.
            - Confirmer does not keep the student's incomplete paperwork
              - Confirmer records student name, supervisor/dept. name for automated report/email alert
              - Confirmer sends student away, advising them to return with necessary documents within three days of their first shift
                - Staff sends report/automated email to supervisor to alert them that their student has not completed new hire paperwork and must discontinue working them after three days.
          - If student has all necessary documents fully filled
            - Confirmer directs student to Runner station
              - Runner completes Section 2 of the I-9
              - Runner completes E-verify on laptop
                - Runner prints copy of E-verify
                - Runner makes copies of I-9 IDs
                  - Runner scans E-verify, I-9 and IDs into Fortis
                    - Runner bins E-verify, I-9 and ID copies together for HR office
                      - Runner fills out Work Authorized checklist, advises student to give checklist to their supervisor
                        - Staff sends report/automated email to supervisor to confirm their student has completed the new hire processing
The Office of Student Employment - Student View - New Hire Process

Student is offered a job on campus.

Are they an international student?

Supervisor provides instructions for necessary documents

Make an Appointment with Student Employment.

Student fills out Student Temp Authorization Form with supervisor.

Yes

Student working under Academic Affairs?

Mail Student Temp Authorization to Dr. Burwell's Office. Wait for Dr. Burwell to mail it back and give the signed Authorization Form to the student.

No

Has the student worked on campus before?

Yes

Mail authorization to Student Employment Office

END

No

Has the student worked on campus before?

Yes

Student brings completed authorization, state tax form, federal tax form, I-9 section 1 and I-9 documentation to E-verify Site

END

No

Student arrives at E-verify site.

Staff confirmation. Does student have all required documents complete?

Yes

Staff fills out Section 2 of I-9 and runs E-verify using the student's documents

Automatic email sent to supervisor to let them know their student is allowed to continue working

Staff completes Work Authorized checklist and hands it to student

Student returns with required documents within two days of their first shift

Yes

Supervisor can continue scheduling and working the authorized student

Student does not return with required documents within three days of their first shift

Supervisor cannot continue scheduling or working the student until the student arrives at the E-verify site with the required documents

Automatic email/report sent to supervisor to let them know their student is not allowed to continue working

Supervisor cannot continue scheduling or working the student until the student arrives at the E-verify site with the required documents

No

No