

# Student Employee Orientation Checklist



Welcome to the \_\_\_\_\_ staff. As part of your orientation, you must complete each step in the checklist below. Obtain a signature from each department as evidence you completed the necessary actions there.

**STUDENT NAME:** \_\_\_\_\_ **ID #:** \_\_\_\_\_

<p><b>Step 1: Hiring Process - Supervisor</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Orientation process explained to new student employee</li> <li><input type="checkbox"/> Hours, schedule and job description explained to new student employee.</li> <li><input type="checkbox"/> Obtain Form 311T</li> </ul>	<p><b>Signature of Supervisor:</b></p>  <p><b>Date:</b></p>
<p><b>Step 2: Office of Human Resources – 1<sup>st</sup> floor Admin. Bldg.</b> (410-704-2162 M-F 8:00 – 12:30 p.m. 2:00 - 4:00 p.m.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Present 311T as evidence of your job</li> <li><input type="checkbox"/> Fill out Forms I-9 and W-4, as required</li> <li><input type="checkbox"/> Bring <i>original</i> forms of identification or immigration documents</li> </ul>	<p><b>Signature of Human Resources Staff:</b></p>  <p><b>Date:</b></p>
<p><b>Step 2a: Nonresident Alien Tax Office - AD 214</b> (410-704-2919 M-F 9:00 a.m. - 4:00 p.m.)</p> <p><i>Foreign nationals only!*</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Present immigration documents and Forms 311T &amp; W-4</li> <li><input type="checkbox"/> Complete GLACIER record</li> <li><input type="checkbox"/> *If you do not have a Social Security Number (SSN), NRA Tax Office will advise you what to do.</li> </ul>	<p><b>Signature of NRA Tax Office Staff:</b></p>  <p><b>Date:</b></p>
<p><b>Step 3: Payroll – 4<sup>th</sup> floor Admin. Bldg.</b> (410-704-2201 M-F 8:00 a.m. - 4:30 p.m.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Deliver these forms to Payroll:             <ul style="list-style-type: none"> <li>– 311T Form</li> <li>– W-4 Form</li> <li>– Tax Code Summary Sheet (<i>foreign nationals only</i>)</li> </ul> </li> </ul>	<p><b>Signature of Payroll Staff:</b></p>  <p><b>Date:</b></p>
<p><b>Step 4: Hiring Supervisor</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Return this sheet with signatures from all departments</li> </ul>	<p><b>Received by:</b></p>  <p><b>Date:</b></p>

**\*Note:** Foreign national students who do not have a Social Security Number should apply for one as soon as receiving job offer and should complete Steps 1 through 2a before starting to work. After receiving Social Security Number, complete Steps 3 and 4.