

On-Campus Student Employment Checklist

Effective January 1, 2024

Please follow all required procedures outlined below for Student Hires. Upon completion, a web timesheet will be available to the student and supervisor. Signatures on this form are a recommendation only!

STUDENT NAME: _____

ID # _____

<p>PART I: Hiring Department & Students</p> <p>Departments –Create/update account on Handshake and post position</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review applications, interview/select candidate & set schedule/expectations. <input type="checkbox"/> If student has Federal Work Study funding, email fws@towson.edu to confirm award status/amount, and complete FWS section on the hiring form. <input type="checkbox"/> Add students to the New Student Employee Orientation module -Email Students First/Last name and email address to campusjobs@towson.edu <input type="checkbox"/> Complete/submit Student Employee Hiring Form (New-Docusign). Form will route to the student for signature, and then to Student Payroll for processing • If student is a “New” employee at TU-Student will receive an email titled “New Student Onboarding Task List” with the links/instructions for onboarding. • If student is already active on TU payroll-no further action is required. Payroll will process the hire form and generate the students web timesheet. <input type="checkbox"/> If hiring International Student with no SSN ONLY-complete/sign the Employment Letter. The student will need this letter to apply for their SSN. <p>Students-PART I:(Complete online tasks before going to Part II in-person)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete “Step 1” of the I9 process by submitting a HireRight Link Request Form to OHR. You will receive an email from HireRight within 2 business days with your link to complete Section 1. If not, please email HRTU@towson.edu. <input type="checkbox"/> TYPE, print and HAND-sign the Payroll Direct Deposit Form. (The State requires this form TYPED/printed & hand signed-No scan/e-signed or handwritten forms are accepted. (Mark "Contract" box and TU Agency Code #360224) <input type="checkbox"/> Complete, print and HAND-sign Federal W4 and MD 507 Tax Withholding Forms. (Instruction link has embedded links to each form-Federal W4 and the Maryland MW507. Mark "CT" Payroll System and TU Agency Code #360224). if you have questions, complete Section 1 and Payroll can help in-person. <input type="checkbox"/> Complete New Student Employee Orientation via Blackboard; module should appear upon sign in; Students must Earn 80% or better on assessment. <p style="text-align: center;">~International Students ONLY~</p> <p>*For International students WITHOUT Social Security Number (SSN) ONLY!</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete full I9 process to begin work! <input type="checkbox"/> Take Completed Employment Letter to the ISSO for validation and instructions to apply for your SSN in person at the Social Security Office in Towson, MD. <p>*For International students w/ SSN, or when SSN arrives by mail-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact nrat@towson.edu to setup an appointment for tax analysis before going to the Payroll Office. NRA Tax Associate will assist with Payroll forms. 	<p><i>Signature of Supervisor:</i></p> <p><i>Date:</i></p> <p style="text-align: center;">~Int'l Student's ONLY~</p> <p><i>Signature of NRA Tax Office:</i></p> <p><i>Date:</i></p> <p>NOTE: Int'l Students may LEGALLY begin to work once they have completed the I-9 – even if they do not have SSN. For more information, see: www.towson.edu/academics/international/isso/.</p>
<p>PART II: HR/Payroll in-person (Admin. Building, M-F 8:30am-4:30pm). Office of Human Resources, 1st floor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Step 2 of the I9 process by reporting to HR with ORIGINAL I9 Acceptable documents/ID (or immigration documents). <input type="checkbox"/> OHR will provide the “I9 confirmation/Tax Residency Form” to take to Payroll. <p>Payroll Office, 4th Floor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Present <i>I9 Confirmation/Tax Residency Form</i>, Completed W4 & MD 507 Tax withholding Forms, and State of MD Direct Deposit Authorization Form <input type="checkbox"/> Student will receive “You’re Hired” email with Timesheet/ Paycheck information 	<p><i>Signature of OHR Representative:</i></p> <p><i>Date:</i></p> <hr/> <p><i>Signature of Payroll Representative:</i></p> <p><i>Date:</i></p>
<p>PART III: Return Signed Checklist to Hiring Department Supervisor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Return Signed Checklist to Supervisor to verify hire process is complete. <input type="checkbox"/> Student’s electronic timesheet should be available within 1 week 	<p><i>Supervisor:</i></p> <p><i>Date:</i></p>