

Student Employment Onboarding Checklist

EMPLOYEE INFORMATION

Name: _____ Start date: _____
Position: _____ Supervisor: _____

BEFORE STUDENT STARTS WORKING

- Once you have decided on the student you want to hire, create an employment offer letter and send it to the student.
- Complete an electronic payroll authorization form. [See directions.](#)
- The student will receive an email with paperwork that needs to be completed.
- Eligible international students need a Social Security Number in order to start an on-campus job in the U.S. Please review employment requirements and procedures listed on the IIT International Center website.
- Ask student to bring employment offer letter to SEO with other paperwork.
- The student will bring the completed paperwork and supporting documents to the SEO office.
 - I-9
 - W4 (Federal & Illinois)
 - Direct Deposit Authorization
 - Student should confirm they have accepted their FWS award in Banner Self Service.
- Additionally, the student will be asked to attend an onboarding session in the SEO office.
 - Confidentiality/Do Not Disclose Agreement
 - Student Employment Terms and Conditions Acknowledgement
- Receive an employment authorization email from the Student Employment Office stating that the Student may begin work. **Students are not permitted to work until their employment documents are submitted and approved.**
- Send an email to department employees introducing the new student employee.

FIRST WEEK OF EMPLOYMENT

- Schedule time to review departmental rules, organizational structure, and mission.
- Go over [the Student Employment Handbook](#) with students within one week of employment (preferably on the first day).
- Review the [confidentiality statement](#). Students should have already signed it.
- Verify that students are not working over 20 hours per week during the semesters, or 40 during intersessions. This includes any hours from another on-campus job.
- Ensure that the required work hours do not conflict with students' classes.
- Confer about work schedule, lunch duration and mandatory breaks.
- Discuss preferred method of notification when student is absent or late.
- Describe the process for reporting absences.
- Explain appropriate dress code for department.
- Review timesheet and payment process, including:
 - Supervisors are responsible for timely and accurate submission of all student timesheets. Illinois Labor Law requires that employees are paid within 13 days. Timesheets must be submitted, every 2 weeks, on a timely a basis.
 - If student employees miss a timesheet deadline or a supervisor misses the approval deadline, the student's payment may be delayed. Supervisors or department superusers are able to correct or override a student's timesheet until 4 p.m. on the Monday prior to a Friday pay date. After that time, students must fill out a paper [timesheet adjustment form](#): Timesheet Adjustment Time In/Time Out. The timesheet adjustment form must be printed, signed by the supervisor, and submitted to the Payroll Office in Tech Central, 4th floor, 4B9-1 by 4 p.m. on the Tuesday before the Friday pay date to ensure payment by Friday.
- Explain the new student employee's role in the department and who they should contact for various issues.
- Make introductions, tour department, facilities, restrooms, supply cabinet, copy machines, etc.
- Go over the Building Evacuation Procedures.
- Answer any questions student may have.

REVIEW JOB DUTIES & RESPONSIBILITIES

- Review the job description; provide goals and expected outcomes.
- Establish daily work schedule and Midterm/Finals schedule.
- Provide student employee with job training.
- Create schedule for performance reviews.

LAST WEEK OF EMPLOYMENT

- Terminate computer access and accounts (network access, login information, etc)
- Collect keys (building/office access), office supplies and other IIT property
- Have the Student complete the exit survey in the Student Employment Office.
- Submit termination PA