

Supervisor's STEP-BY-STEP PROCESS For Hiring Students

Whenever you hire a student to work for you, here is what you should do:

- 1) Ask the student if they have a red “Student Employment Card” issued by the Payroll Office.
- 2) If the student already has an Employment Card, they must visually present it to you, either in-person or via a photo. Once you have SEEN their red card, they are cleared to work for you.
- 3) If the student does NOT have an Employment Card:
 - a. Fill out the online Supervisor’s Student Employee Hire Form, ensuring the student’s e-mail address is spelled correctly.
(the link to this form is available to all supervisors who have completed the review and online acknowledgement form of the policies in the Guide for Supervisors of Student Workers)
 - b. The student will receive an e-mail once the online Hire Form is completed. Direct the student to wait for that e-mail from payroll, then follow the directions provided. He/she will set up an in-person appointment with payroll to fill out the required paperwork. **Please mention that they MUST have appropriate ID, such as a photo ID AND original Social Security Card OR Birth Certificate OR just a passport, to be able to complete the paperwork.**
 - c. Once the student has completed their paperwork, he/she will be issued a red “Student Employment Card” that allows them to begin work.
- 4) Do not allow the student to begin working for you until you SEE their red “Student Employment Card”.

**** It is illegal for a student to work without having completed all required payroll paperwork.**