

New Hire Student Employment Checklist

Forms to be submitted by the student to the Department of Human Resources:

- I9 Form (student presents original/unexpired identification with the form)
- W4 Form for current year
- Direct Deposit Form (optional but strongly encouraged)
- Student Employment Agreement (hardcopy available in the Department of Human Resources)
- New Hire Data Sheet (completed by the student **and** the supervisor)

Forms to be submitted by the supervisor to studentemployment@scu.edu :

- Student Employment Authorization Form (SEA)

Records to be retained by the department:

- Safety Training (completed within one week of start date)
<http://university-operations.scu.edu/ehs/training/>
- Confidentiality Agreement (if student has access to confidential information)

Student Employment forms can be found at <http://scu.edu/hr/forms/payroll.cfm> .

All payroll forms and the SEA must be submitted before the student begins working. Students will be given a “white card” receipt when the forms are submitted to the Department of Human Resources. Supervisors should collect this card on the first day of employment to ensure all paperwork is in order.

Department of Human Resources
Hours: 8:00am-5:00pm Monday - Friday
Human Resources Service Desk: 408-554-4392