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.
  o I-9
  o W4 (Federal & Illinois)
  o Direct Deposit Authorization
  o 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.
  o Confidentiality/Do Not Disclose Agreement
  o 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