



STUDENT EMPLOYEE HIRING CHECKLIST

To start:

- List available job on JobX – Job Posting Service
 - o <http://www.ses.colostate.edu/job-posting-service>
 - o Post job for minimum of 3 days, preferably 1 to 2 weeks
- Read applications, interview potential candidates, check references
 - o Retain notes/comments from interviews, reference checks, and reason for hiring
- Make preliminary hiring decision
- Submit background check
 - o <http://www.hrs.colostate.edu/background-checks/background-checks.html>

Upon notification of successful background check:

- Send student link for Equifax (I-9 and SSA-1945 completion)
 - o <https://hrx.talx.com/HRX/EmploymentCenter?packetid=3e021089-a4b0-45cf-8c8b-b827b498fcb2&Location=XXXX>
 - “XXXX” is the four-digit CSU department number
 - o Student completes Section 1 **on or before first day** of employment

Department MUST:

- Complete in Equifax, Section 2 of Form I-9
 - o Will need to see original documents - (do not make or submit copies of documents)
 - o Employer completes Section 2 with student **within 3 business days** of hire date
- Complete with student, and turn in, W-4 and Direct Deposit Forms to Human Resources
 - o HR, 6004 Campus Delivery or 555 S Howes, 2nd Floor
 - o Please indicate Employee Group on the envelope
- Provide student with an explanation of SERP/Medicare and when it would be assessed
- Enter student into Oracle
(New hires and new assignments should list first day of employment as effective date – they do not need to start at the beginning of a pay period – only changes to existing assignments do)
 - o Does student have a work-study award? If yes, get confirmation from student ([RAMweb](#)) and enter student on a work-study assignment
 - o Student needs to be in Oracle for Equifax I-9 information to transfer
 - o Do not keep copies of personal employee information
 - o In comment section, list date of approved background check & JobX ref #

Student will have access to TCP, 24 hours after request approved in Oracle

For additional steps associated with hiring Foreign Nationals, please visit Business & Financial Services, [Hiring Foreign Nationals](#)