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-bb2b7b498fcb2&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