Student Employment Services
Office of Financial Aid
Division of Enrollment and Access
1065 Campus Delivery
Fort Collins, Colorado 80523-1065
(970) 491-5714 (970) 491-1975 FAX

OFFICE OF FINANCIAL AID
COLORADO STATE UNIVERSITY

<u>STUDENT EMPLOYEE HIRING CHECKLIST</u>

<u>To start:</u>

☐ 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

<u>Upon notification of successful background check:</u>

☐ 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 <u>on or before first day</u> of employment
- o Employer completes Section 2 with student <u>within 3 business days</u> of hire date

<u>Department MUST complete:</u>

☐ Equifax Section 2 completion of Form I-9 (on or within 3 business days of start date)
- o https://aar.is.colostate.edu/
- o Will need to see original documents - (Do not make or submit copies of documents)

☐ W-4 and Direct Deposit Forms completed and sent to Human Resources – 6004 Campus Delivery or 555 S Howes, 2nd Floor
- o Please indicate Employee Group on the envelope

☐ 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 do)
- o Does student have a work-study award? If yes, get confirmation from student (RAMweb) and enter student on a <u>work-study</u> 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 #