Regular Student Employment Checklist

Start Date: The new employee must complete onboarding to include the I-9 form and the ePAF must be fully approved before any employee can begin work; however, the start date can be any chosen date.

Pay: Hourly

Background Check Required: Depends upon circumstance, use link below.

Length of Work Assignment: Active until terminated if the student meets the Student Employment and Eligibility requirements, use link below for further guidance.

Additional Approvals Needed: N/A

Additional Resources

Non-Benefit Eligible Hiring Type Grid

Payroll Schedule

Background Check Requirements

Non-Benefited Employees: Appointment & ePAF Dates