

Checklist for Hiring a Student

_____ **Hourly Student Employment Authorization Request**

https://www.eiu.edu/finaid/HOURLY_stu_emp_authorization.pdf

_____ Has student worked on campus before? _____yes _____no

If no, an I-9 is required. If an International Student, need a new I-9 every year.

_____ **I-9 with copies of supporting documents** <https://www.uscis.gov/i-9>

_____ **International Student** – new I-9 every year

_____ **I-9 with copy of Passport**

_____ **Copy of I-94**

_____ **Copy of I-20**

_____ **EIU Statement of Confidentiality and EIU Policy of Computing Facilities & Network Services, Including the World Wide Web** - All student employees are required to sign these forms. All departments are to keep them in their files.

_____ **Paper Timesheet**

_____ **Departmental requirements**

Trainings for Student Employees are located at <http://www.eiu.edu/humanres/training/index.php> under “State-Mandated Training.”

_____ **Ethics Training** must be completed within 30 days of hire for new student employees. Students cannot complete the training until their job is entered into the system. Students may have to wait a few days before they can do the training. Continuing student employees must complete the training every year. Students must submit online at the end of the training to receive credit. Employment termination for the semester will occur for non-compliance.

_____ **Identity Protection Act (Social Security Number Protection)** training is for student employees who are in contact with social security numbers. These student employees must complete the training every year.

_____ **DCFS /Abused and Neglected Child Reporting Act (ANCRA)** form must be completed by new student employees. **This is a one-time requirement. If the student has worked on campus before- the student does not need to fill out another form.** Send forms to Human Resources Office in Old Main for new employees only.

_____ **Preventing Sexual Harassment** training within 30 days of hire. Continuing student employees must complete the training every year. Civil Rights will monitor this training. Students **do not** need to complete Preventing Sexual and Interpersonal Violence training.

