Hiring Checklist for New Student Hires

STUDENT INFORMATION

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<tr>
<th>Student Name:</th>
<th>Email:</th>
<th>Student Business:</th>
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<tr>
<th>Phone:</th>
<th>Work Study: Y or N</th>
<th>Pay Rate: $8.00 per hour</th>
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Welcome to the Center for Student Businesses!

1. Complete all the forms in the packet during the Hiring Committee meeting.
2. Submit your completed forms to the CSB Administrative Coordinator, Cheryl Brissette, by:
   - Telephoning her to set up an appointment or stopping by CSB with your paperwork and your “Original Documents” needed for verification of eligibility to establish employment (refer to the List of Acceptable Documents in your packet for a list of specific documents that are required.)
   - 413-545-2167, 406A Student Union, between 9 AM - 12:30 PM or 1:30 PM - 4:30 PM, Monday - Friday.

Please Note: Hiring forms and documents must be submitted to Cheryl within 48 hours of hire or your employment and paycheck may be delayed.

Checklist of documents in the packet requiring your attention:

- Student Payroll Personnel Action Form
- Conditions of Employment
- Form I-9, Employment Eligibility Verification* (See List of Acceptable Documents that may be used to verify eligibility)
- Form W-4 Employee’s Withholding Allowance Certificate
- Form M-4 Massachusetts Employee’s Withholding Exemptions Certificate
- Statement Concerning Your Employment in a Job not Covered by Social Security
- Direct Deposit Form (optional, but recommended) http://www.umass.edu/humres/library/DDForm.pdf
- CSB Computer Login Contract
- Food Handling Agreement (required if you will be working at a business that sells food)
- SAITS Payroll Login Instructions

3. **CAMPUS PULSE:** [https://umassamherst.collegiatelink.net](https://umassamherst.collegiatelink.net)
   - Immediately after your appointment with Cheryl in CSB, Log into the above link using your OIT Net ID & Password and join your business as a member on the Campus Pulse site.

4. **SAITS PAYROLL TIME:** [https://saits2.saris.ads.umass.edu/Default.aspx](https://saits2.saris.ads.umass.edu/Default.aspx)
   - Immediately after your appointment with Cheryl in CSB, Log into the above link to set up your job profile on the SAITS website. **SAITS is where you enter your payroll hours every Friday before noon.**
   - Go to Quick Start Guide for Students, click Create an Account. Use your first initial & last name for your user name. Your password needs to be at least 7 characters with 1 alpha, 1 numeric, 1 punctuation.
   - Complete your actual profile, accurately. Your title is Co-Manager. (If you are on Work Study, please fill in the amount; and if you need help, see Cheryl at the CSB Office.)
   - **Please Note:** Your profile cannot be approved until all forms and documents have been submitted and eligibility verified with CSB. Upon the approval of your paperwork and profile, you will receive an email stating you have been approved and may begin submitting your work hours in SAITS.

5. **CSB COMPUTER LOGIN: USER NAME & PASSWORD** - You will receive a second email with the subject line **CSB LOGIN, your name.** This email will assign you a temporary password you will use to sign into the computers at the CSB Office. The first time you use the temporary password, you will be prompted to change it. Cheryl will help you with your new password. **Please remember this password!**

For questions or concerns please contact: Cheryl Brissette, cebrisse@stuaf.umass.edu, 413-545-2167