

## Checklist for New Students at Hiring

STUDENT INFORMATION	
Student Name:	Student Business:
Phone:	Pay Rate: \$8.00 per hour
<p>1. <b>DOWNLOAD and complete all FORMS</b> from the CSB website listed below. Bring all completed forms &amp; ORIGINAL ID to the Center for Student Business, 406 Student Union between 8:30am-12:30pm or 1:30pm- 4:45pm Monday – Friday. (only until 3:45pm on Thursdays)</p> <p><a href="http://www.umass.edu/rso/csb/payroll/docs/New_Comanager_Forms.pdf">http://www.umass.edu/rso/csb/payroll/docs/New_Comanager_Forms.pdf</a></p> <p> <input type="checkbox"/> Student Payroll Personnel Action Form  <input type="checkbox"/> Conditions of Employment  <input type="checkbox"/> Form I-9, Employment Eligibility Verification            *(See List of Acceptable Documents to bring to the CSB with your forms)  <input type="checkbox"/> Form W-4 Employee's Withholding Allowance Certificate  <input type="checkbox"/> Form M-4 Massachusetts Employee's Withholding Exemptions Certificate  <input type="checkbox"/> Statement Concerning Your Employment in a Job not Covered by Social Security  <input type="checkbox"/> Direct Deposit Form (optional but recommended)  <input type="checkbox"/> CSB Computer Login Contract  <input type="checkbox"/> Co-Manager Data Form (optional)  <input type="checkbox"/> Food Handling Agreement (if you work at a business that sells food.)         </p>	
<p>2. <b>SAITS TIME:</b> <a href="https://saits2.saris.ads.umass.edu/Default.aspx">https://saits2.saris.ads.umass.edu/Default.aspx</a>            Set up an account &amp; job profile on SAITS Time website. This is where you will enter your hours each week for payroll.            Follow the step by step instructions in the Help/Quick Start option.            Note: your profile cannot be approved until all forms &amp; ID have been presented in the CSB.</p>	
<p>3. <b>CAMPUS PULSE:</b> <a href="https://umassamherst.collegiatelink.net">https://umassamherst.collegiatelink.net</a>            Login using your OIT Net ID &amp; password, search for the name of your business and request to join your business as a member.</p>	
<p>For questions or concerns please contact:            Administrative Coordinator            406 Student Union, Amherst MA 01003            (413) 545-2167</p>	