HIRING A BRAND-NEW UGRAD STUDENT EMPLOYEE

International Employees cannot be hired using RSH. Please review the International Employee Information attached to this email.

For the majority of students, you should be able to use Rapid Student Hire (RSH) to create summer student appointments, selecting either SNWS (Summer Student Non-Work Study) or SWS3 (Summer Student Work Study) as the “Hire Template”.

For all new student hires you must have their completed Hire Package for Undergraduate Student Employees in hand (including original I-9 form (completed/signed page 1, page 2, and document copies) before processing RSH.

REQUIRED DOCUMENTATION FOR EACH NEW UGRAD EMPLOYEE

All forms should be completed using only blue or black ink. Forms filled out in pencil or other ink color will not be accepted and the department will be notified to have them re-done and will be responsible for getting the new forms to HR.

1. Checklist for New Undergraduate Student Employees
2. I-9 Form along with photocopies of acceptable documents used by the department to complete page 2, section 2, of the I-9 Form. (Please refer to the listing of acceptable documentation on page 3 of the I-9 Form.) All International students will need to turn all forms into the Employee Service Center.
3. Please make sure page 1 of the I-9 is filled out correctly by the employee, including “N/A” in empty fields (fields should not be left blank) and the form is signed and dated. Departments need to complete the certification page 2 “Section 2” of the I-9 Form as a representative of the University (and take copies of the forms you used for this process).
4. Statement Concerning Your Employment in a Job Not Covered by Social Security
5. Conditions of Employment Form
6. Federal Tax Form W-4 2022 (must have year 2022 on it as all others are invalid)
7. State Tax Form (M-4)
8. Direct Deposit Form: This is mandatory, if a student is unable to provide direct deposit information, please contact Sonja Streeter at (413) 545-1650.

The employing department is responsible for receiving, reviewing, forwarding the completed new employment forms for all U.S. citizens and forwarding them to HR within 7 days after processing the appointment on RSH.

If you are unable to hire your domestic student using RSH – Please complete SPAF and, staple the signed document to the Top of the entire New Hire Packet and forward to Tami O’Malley, HR Student Payroll, 325 Whitmore.

If RSH was successful, please forward only the new hire documents in two separate sets;
1) I-9 form with copies of documents, Checklist, Social Security Statement, Conditions of Employment to Tami O’Malley, HR Student Payroll, 325 Whitmore
2) W-4 Form, M-4 Form, Direct Deposit form to Payroll, 325 Whitmore

The department will be notified if any documents are missing or incomplete and they will be responsible for having the form(s) redone and resubmitting them to HR, 325 Whitmore.
HIRING A BRAND-NEW UGRAD STUDENT EMPLOYEE

All paperwork must be in HR by the Pay Friday before an employee’s start date in order to ensure timely payment (sooner is always appreciated).

Links:
Instructions For Notary Public - for completing the I-9 Form
Notary - Page 2 - Sample List A
Notary - Page 2 - Sample List B & C