

NEW STUDENT HIRING PROCESS

STUDENT APPOINTMENTS

INCLUDES STUDENT ASSISTANT, STUDENT TEACHING ASSISTANT, STUDENT RESEARCH ASSISTANT, GRADUATE RESEARCH ASSISTANT, GRADUATE TEACHING ASSISTANT AND GRADUATE ASSISTANT

NOTE: Departments reporting to the Provost send hiring paperwork to VPAA Office.
All other departments send hiring paperwork to Human Resources Office.

The request for a student employee will be initiated by the supervisor completing a **Request to Hire/Rehire Student** form. Once this form has been completed it should be submitted to the hiring department office for processing. The department will prepare paperwork to be sent to HR/VPAA office. The department should provide the student with the Student Employment Handout which outlines information about the student employment workshop.

Newly hired student employees must attend the new hire student workshop on the Wednesday **BEFORE** the first day of work.

The department completes the Student Employment Handout form and gives it to the student. The student then attends the workshop on the Wednesday prior to the beginning date of employment. Students may attend any workshop prior to their appointment begin date provided that Human Resources/VPAA has received the necessary paperwork.

The department prepares a manila folder for each new student, with the student's name (last name, first name) and student number typed on the tab.

The department prepares and signs the PAF. The department will type in the name and fill in #11 and #14 for a new hire on the PDF. The department will complete and sign the FICA Checklist. These three forms, along with the original Student Employment Release to Work form are sent to Human Resources/VPAA in the manila folder. A copy of the Student Employment Handout form is provided to the student for their information. The new student employment paperwork must be received by HR/VPAA no later than the Tuesday prior to the Wednesday workshop the student will be attending.

The student attends the scheduled workshop, presents their I-9 documents and completes the PDF, W-4 forms, the Direct Deposit form, the I-9 form, and an Application for Student Employment. The data from the I-9 form is then entered into the eVerify system.

After completing the student employment workshop, the Release to Work form will be signed by a Human Resource/VPAA representative and returned to the hiring department.

NOTE: Student employees MUST NOT WORK until the hiring department has received the signed Release to Work form.

These workshops are handled on a “drop in” basis and it should take approximately 30 minutes to complete the process.

The student must bring the originals of the following:

- The documents necessary to verify identity and eligibility to work as outlined on the List of Acceptable Documents in order to complete the DHS Form I-9. This form must be completed in HR/VPAA on or before the beginning date of employment.
- Social security card/receipt to verify that earnings are reported under the correct name and social security number as required by the IRS. **Copies of the card cannot be accepted under any circumstance.**
- A blank, voided check if pay is to be deposited in a checking account. If pay is to be deposited in a savings account, they must provide a document that indicates the routing number and account number on the financial institution’s letterhead. The University of Missouri requires direct deposit for all payroll earnings.

Please note: International students must bring the **original** of the following documents to complete the Foreign National Tax Assessment Intake Form.

- **Passport (if passport is expired, please include the extension)**
- **Visa (includes all visas)**
- **I-94**
- **I-20 or DS-2019**
- **Social Security Card or Social Security Receipt**

The student schedules an appointment with payroll if applying for a tax treaty.