

Now Online - New Student Employment Process

As promised, the student new hire forms are now available online! Save time and complete these forms online, at your pace, when the time is most convenient for you.

Effective July 1, 2017 you may visit the [Student Payroll Services](#) webpage and complete the new hire forms electronically prior to coming to the Payroll office. The forms will need to be printed out and brought to the Payroll office along with:

- Request to hire form (from the department that hired the student)
- Background clearance check off form (from Human Resources)
- Unexpired photo ID and original I-9 document (like your social security card)

During the Summer and Fall 2017 semesters, students will have the option to fill out the forms by hand in the Payroll office or fill them out electronically prior to coming to Payroll.

Beginning with the Winter 2018 semester, all student new hire forms need to be completed electronically.