

## STUDENT HIRING PROCESS for Faculty and Staff

### **NEW HIRES ARE NOW BY APPOINTMENT IN PERSON**

Student Payroll forms and information: <http://www.sru.edu/offices/payroll/student-employees>

1. **Post your position in Handshake**, select your new student employee then follow the Payroll hiring instructions below.
2. **Check eTime to see if the student already worked in your department:**
  - a. logon to eTime,
  - b. click your department
  - c. choose “Timesheets” tab
  - d. check the dropdown list of student employees. If the student is listed there, no additional forms are necessary.
3. **Check eTime to see if the student already works on campus but not in your department:**
  - a. Logon to eTime
  - b. click on your department
  - c. choose the “Reports” tab
  - d. choose “Active Students” report. This search works by last name only.  
If the student is listed, fax 4463 or email payroll@sru.edu an “Add Active Student Worker” Form, we will add the student to your department.
4. **If the student’s name is not in eTime: (New Hire/No eTime Account)**
  - a. The supervisor emails a New Hire Form to [payroll@sru.edu](mailto:payroll@sru.edu) or fax to 4463  
**Do not send the student to Payroll, we will email the student the New Hire packet.**
  - b. Once we receive the new hire form, we will confirm the student applied thru Handshake. **Payroll will then email the new student employee the following:** Instructions, the Payroll Packet, the clearance application information, and a **link to make an appointment**. At the appointment we will collect the completed packet, check ID, and take fingerprints.
  - c. When the student completes this process, Payroll will email to let you know the student is now eligible to work.

**BEFORE WORK BEGINS ALL NEW STUDENT EMPLOYEES MUST COMPLETE THE HIRING PROCESS OUTLINED IN STEP 4.**

## STUDENT HIRING PROCESS (continued)

Student Payroll forms and information: <http://www.sru.edu/offices/payroll/student-employees>

### eTimekeeper DEADLINES:

- Approve student hours by noon the Monday following payday
- Students must enter hours by midnight on payday
- Students can sign hours by noon the Monday following payday

Approve hours at any time; they do not need to be signed to be approved.

Unapproved and/or unsigned hours DO NOT PAY. The deadline for approving is critical for this process. Deadline for approval is noon the Monday following payday.

Virtual Departments: If you have a large list of students the Primary Timekeeper can create “Virtual Departments” to create smaller lists of students for secondary Timekeepers.

Primary timekeepers can add secondary timekeepers on the “TimeKeepers” tab if the staff person already has the correct roles. If you need to add a new staff or faculty employee please contact [payroll@sru.edu](mailto:payroll@sru.edu).

To assist your students, this is a partial list of required ID options, a complete list is in the Payroll Packet. The items in list A and C prove citizenship.

### LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Choose 1 Item from List A

**\*\*OR\*\***

Choose 1 Item from List B **AND** 1 Item from List C

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</li> </ol>		<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> </ol>