# Salisbury University (SU) Student Worker Hire Checklist

**Employee Name: Hire Date:**

**Empl ID: Position:**

**Department: Department Contact:**

All contracts and new hire paperwork must be received in Human Resources (HR) as originals, complete and correct prior to the first day

of the pay period in which the employee is expected to begin working in order to avoid a delay in pay.

I-9 must be completed after the employee signs the offer letter/contract.

**RETURN THIS CHECKLIST TO HUMAN RESOURCES WITH CONTRACT AND ATTACH ALL REQUIRED DOCUMENTS**

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| **Forms and Documents** | Submitted to HR(✓or N/A) | HR Initials(HR use only) | Comments(HR use only) |
| **Employment Contract (Required)**  [student contracts](http://www.salisbury.edu/hr/Current-Employees/Student-Workers/default.html) |  |  |  |
| **OPTION 1: New student workers AND returning student workers with at least a three (3) academic year break in service from SU.**  *Note: Returning student employees without a break in service only need to complete these forms again if s/he wants to change any information.* | | | |
| **Form I-9 (Required)**  [dhs i-9 form](http://www.salisbury.edu/hr/Current-Employees/toolkit.html#Form%20I-9) |  |  |  |
| **W-4 Tax Withholding (Required)**  [withholding form](http://www.salisbury.edu/payroll/payrollauth.html) |  |  |  |
| **Direct Deposit Form (Required)**  [direct deposit form](http://www.salisbury.edu/payroll/payrollauth.html) |  |  |  |
| **Policy Sign-off Sheet (Required) \***  [student policy receipt & acknowledgment](http://www.salisbury.edu/hr/Forms/Policy_Sign-off_Page_%20Students_3-12-18_FINAL%20with%20links.docx) |  |  |  |
| PI Form or brief list of job duties  [pi form](http://www.salisbury.edu/hr/Forms/PI_Form_Fill_Nov2015-FINAL.docx) |  |  |  |
| **OPTION 2: Returning student employees with a break in service from SU for at least one (1) semester but not exceeding one (1) academic year.** | | | |
| **Form I-9 (Required)**  [dhs i-9 form](http://www.salisbury.edu/hr/Current-Employees/toolkit.html#Form%20I-9) |  |  |  |
| **OPTION 3: Returning student employees with a break in service from SU for at least one (1) academic year but not exceeding three (3) academic years.** | | | |
| **Form I-9 (Required)**  [dhs i-9 form](http://www.salisbury.edu/hr/Current-Employees/toolkit.html#Form%20I-9) |  |  |  |
| **W-4 Tax Withholding (Required)**  [withholding form](http://www.salisbury.edu/payroll/payrollauth.html) |  |  |  |
| **Direct Deposit Form (Required)**  [direct deposit form](http://www.salisbury.edu/payroll/payrollauth.html) |  |  |  |

* Policy Receipt & Acknowledgment: Provide the employee with the documents before s/he signs the policy form.

These documents are located on the HR website under “Current Employees at SU”

<http://www.salisbury.edu/hr/Current-Employees/Student-Workers/>).