College of Science and Mathematics
Information Sheet for New Hires
Graduate Student Employees

Below are the steps to complete a graduate student hire.

- Supervisor/Department—Please fill out the hiring packet and turn in page 2 to the Business Coordinator at least 1-2 weeks prior to hire. ****The new employee cannot start working until the hire is completed through recruiting solutions.**

- The Business Coordinator will send a link to the student to apply for the position in Recruiting Solutions.

- After the position has been approved for hire and accepted by the student in recruiting solutions, the student will also receive an email to complete onboarding paperwork online.

- Only after the Request to Hire has been approved by Payroll Services (Business Coordinator will inform the employee), should the new hire go to Payroll Services to complete their I-9.

    - The new hire must complete Section 1 of the I-9 online in their on-boarding activity guide, no later than the first day of work. Section 1 should be completed prior to going to Payroll Services with their original identification documents.
    - The new hire should bring ORIGINAL identification documents to Payroll Services to complete Section 2 of the I-9 by the first day of work. If the new hire has not completed Section 2 by the third day of work, the employee will be terminated and the hire process will need to start over.
    - A list of acceptable original documents is included on page 3 of this packet.

- Background checks must be completed before work begins if the student is a teaching assistant. An email will be sent by Sterling Infosystems. The business coordinator will contact the graduate school and request the background check to be sent to the student.

- Graduate Student Contracts will also be sent through DocuSign to be completed and signed by the student and department.

Job Title _____

Last Name_____ First Name_____

Student ID (if known) _____

Student Email _____

Start Date _____ (This date cannot be before completing the hire through recruiting solutions. Please allow 1-2 weeks to go through the recruiting solutions hiring process.)

Type of work:

- ☐ Teaching Assistant
- ☐ Research Assistant/Lab
- ☐ Research Assistant/Field work
- ☐ Service Assistant
- ☐ Grader
- ☐ Other _____

M.S. ☐ Ph.D. ☐ Program_____

Supervisor _____

Rate of Pay _____ per pay period ☐ monthly ☐

Hours per week _____

Funding Source _____ Tuition Waiver (160 hours/semester)? Yes ☐ No ☐

Details

_____

_____

_____

Working Other Job on Campus? Yes ☐ No ☐

If yes, department name and contact: _____

If yes, number of hours worked weekly in the other position: _____

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection 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
1. U.S. Passport or U.S. Passport Card		**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		**1.** A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		**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		**2.** Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		**3.** School ID card with a photograph		**3.** Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		**4.** Voter's registration card		**4.** Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: **a.** Foreign passport; and **b.** Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		**5.** U.S. Military card or draft record		**5.** U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		**6.** Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		**7.** Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		**For persons under age 18 who are unable to present a document listed above:**		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in the Handbook for Employers (M-274).