

TIPS AND CAUTIONS OR “HOW TO ACCELERATE THE PROCESS”

We are often asked: “What can we, as the hiring department, do to help speed the processing of an appointment so a student employee may work and be paid?” What follows are some tips and cautions to help accelerate the process and ensure timely payment.

First and foremost, the Office of Human Resources requires a complete package of documents by the deadline listed on the enclosed schedule. If a complete package is received on time, the employee will be paid on the indicated pay day (barring, of course, unplanned circumstances such as hurricane closures, power outages, etc.).

“When should I complete the hiring package?”

The hiring package should be complete with all needed documents and signatures BEFORE the individual begins work.

“What constitutes a ‘complete’ package for new student hires?”¹

1. A Human Resources Action form with all required signatures. Generally, required signatures include the division or department head, dean and vice president. If the appointment is grant funded, Sponsored Programs must also sign the form.
2. If a domestic student employee, the Student Employment section of the Financial Aid office must sign. If an international student employee, the Office of International Student and Scholar Services must review and sign, authorizing the individual to work in the United States. Student paperwork does not need to be signed by both Financial Aid and International Student and Scholar Services. Only the office relevant to the student’s citizenship must review and sign. Although we all try to move paperwork along, routing documents to both offices is a frequent source of delay.
3. A properly completed W-4 with a Social Security number (SSN). Many international students arrive in this country without a SSN. They must apply for a SSN at the Social Security office and must not work until the number is issued to them.

If an international student is authorized to work but needs a SSN, the Office of International Student and Scholar Services will issue a letter to assist the student in obtaining the needed SSN.

Common errors in completing the W-4 that delay processing:

- a. Claiming exemptions while also claiming “Exempt.” An individual cannot do both. If received this way, we are unable to process the appointment until a new W-4 is received.
 - b. International employees must complete marital status as “single” REGARDLESS OF ACTUAL MARITAL STATUS, claim only “one” withholding allowance; and request an additional \$15.30 per biweekly pay period be withheld. There are a few exceptions posted in the Office of Human Resources, but generally, if the W-4 is not completed in this manner, the appointment cannot be processed and the employee will not be permitted to work and, obviously, will not be paid.
4. A completed Employment Eligibility Verification form, commonly known as an I-9. The employee must complete Section 1 and sign the form. The hiring department completes Section 2, to include listing the documents reviewed and signature. If the I-9 is not completed, the appointment cannot be processed and the employee will not be permitted to work and, obviously, will not be paid.
 5. Termination dates for Work-Study and College Roll appointments will be the last day of the academic year, unless otherwise indicated on the submitted form. Graduate Assistant appointments will terminate on the date indicated on the contract.

If any of the items listed above are missing or incomplete, the Office of Human Resources will either call the hiring department to request a correction to the form (such as a W-4 or I-9) or send the package via campus mail to the individual or department whose signature(s) is/are missing.

As you can see, much time and effort on everyone’s part can be saved by ensuring the package is complete before it is submitted, to include all required signatures and all required documents properly completed. One simple way to speed up the process, particularly when facing a deadline, is to walk the document to each of the offices that needs to sign.

Questions, if any, may be directed to the Office of Human Resources at extension 8100.

¹ Although all of the conditions outlined in this tip sheet apply to Federal Work-Study student appointments, all paperwork for Work-Study appointments is completed by the Office of Student Employment. Departments are responsible for paperwork completion for College Roll and Graduate Assistant appointments.