

## Student Assistant Employment Quick Reference Sheet

- ❖ Procedures for hiring student assistants are located at <http://www.libs.uga.edu/staff/studentproc.html>.
- ❖ Prospective student assistants may find employment information pertaining to the Libraries at <http://www.libs.uga.edu/humres/jobs/stemp.html>.
- ❖ The Student Employee Information Form is located at <http://www.libs.uga.edu/staff/studentinfoform.pdf>, on the g: drive at g:/ugalibs/pers/forms/StudentInfoForm.doc and g:/ugalibs/pers/studentassistants/StudentInfoForm.doc or from the <http://www.libs.uga.edu/staff/studentproc.html> website.
- ❖ Payroll information, paperwork deadlines and payroll calendars may be accessed from the Libraries' Business Services website at <http://www.libs.uga.edu/adminservices/businesssvcs.html>. Please bookmark this site or print copies of the calendar for future reference.
- ❖ Hourly biweekly timesheets are located at <http://www.busfin.uga.edu/forms/hourly.pdf> or may be accessed from the <http://www.libs.uga.edu/staff/studentproc.html> website. Please complete the appropriate blanks including account number, pay period ending date, employee last name, employee first name, employee social security number, and hourly rate.
- ❖ All first time student assistant employees must complete the University of Georgia's Online Orientation program located at <http://www.hr.uga.edu/ori/orient.html>.
- ❖ All first time student assistant employees must complete a W-4 form, an I-9 form (along with the corresponding identification documents), a direct deposit enrollment form, a Security Questionnaire & Loyalty Oath and, if the student is a graduate student, s/he must also complete an Intellectual Property Agreement. All student assistants, even if they have been employed in another campus department, must complete an I-9 form and provide the corresponding identification documents.
  - *NOTE: these completed forms must be submitted to the Libraries' Human Resources Department before the student may begin working.*
- ❖ All international students must see Susan Caldwell in the University's Payroll Department (583-8193) to complete the necessary paperwork **prior to beginning their employment** with the Libraries.

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