

## 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 may be accessed from <http://www.libs.uga.edu/staff/studentinfoform.pdf>, the G: drive at g:/ugalibs/pers/forms/StudentInfoForm.doc -or- 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.
- ❖ Electronic I-9 Form - Employment Eligibility Verification - Direct student assistants to <http://www.newi9.com> to complete the employee's portion of the electronic I-9 form. Instructions for completing this form are located at [http://www.hr.uga.edu/recruitment/employment/uga\\_employee\\_i9\\_quick\\_reference.pdf](http://www.hr.uga.edu/recruitment/employment/uga_employee_i9_quick_reference.pdf). Student assistants must bring [approved employment eligibility verification documents](#), along with all of their COMPLETED new-hire paperwork to their scheduled appointment with Lucille Davis. **Lucille will verify the paperwork and complete the employer's portion of the electronic I-9 form process.** *Students without appropriate I-9 paperwork may not work any hours.*
- ❖ 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>. ***Students may not work without all appropriate paperwork completed.***
- ❖ All first time student assistant employees must complete a W-4 form, a direct deposit enrollment form, a Security Questionnaire & Loyalty Oath and an Intellectual Property Agreement. ***Students may not work without all appropriate paperwork completed. Submit the forms to the Libraries' Human Resources Department immediately.***
- ❖ Student Assistant employees are **REQUIRED** to complete the USG Ethics Training module. Student assistants will receive an email from UGA Human Resources when the module has been added to their eLearning Commons account, <https://www.elc.uga.edu/webct/entryPageIns.dowebct>. After receiving this email, if students cannot access the module, please refer them to EITS at [helpdesk@uga.edu](mailto:helpdesk@uga.edu).
- ❖ 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.