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/student assistants/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' Human Resources website at http://www.libs.uga.edu/humres/index.html. Please bookmark this site or print copies of the calendar for future reference.

- All first time student assistant employees must complete the University of Georgia's Onboarding System Process at http://www.hrdocs.uga.edu/ori/orient.html. Students may not work without all appropriate paperwork completed.

- 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.hrdocs.uga.edu/recruitment/employment/emp_compliance.html. 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. Lori 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 a W-4 form, G-4 form, and a direct deposit enrollment form. 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 at https://www.elc.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.

Revised: 8/06; 06/08; 11/08; 06/09; 05/10; 09/10; 10/10; 02/11; 08/12; 8/13