



Student Assistant Hiring Checklist UGA Libraries

This checklist is designed to assist supervisors with the completion of all necessary paperwork to hire a student assistant.

Complete (yes or n/a)	Action
	Student assistants may not begin employment until all paperwork has been completed.
	Determine if student is an international student. If so, refer student to Susan Caldwell (susanc@uga.edu) in the University's Payroll Office. Ms. Caldwell will verify the student's employment eligibility and complete taxation paperwork. This paperwork must be completed before employment procedures can continue.
	Verify student employment status (STUWK or LBCLR). Please visit http://askuga.uga.edu (keyword search = stuwk or lbclr) for additional information regarding student employment status.
	Determine if the student is a graduate student. If the student is a graduate student, does s/he have an assistantship and, if so, for what % time? Note: Graduate Assistantships impact the number of hours a student may be employed.
	Determine whether student is currently working or has previously worked on campus. Provide departmental contact information from previous/current UGA position; list this information on the Student Information Form.
	Complete the Student Information Form at http://www.libs.uga.edu/staff/studentinfoform.pdf . Note: the effective date listed on this form must correspond to the first day work hours are recorded for the student assistant on the Libraries' payroll.
	Supervise the student's completion of the electronic I-9 (Employment Eligibility Verification) form. Direct the student assistant 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 . The student assistant must bring approved employment eligibility verification documents , along with all COMPLETED new-hire paperwork to the scheduled appointment with Lucille Davis. Lucille will verify the paperwork and complete the employer's portion of the electronic I-9 form process. <i>Student without appropriate I-9 paperwork may not work any hours.</i>
	Supervise the student's completion of UGA Online Orientation at http://www.hr.uga.edu/ori/orient.html . This will include all applicable paperwork such as the W-4, G-4, Security Questionnaire, E-payroll form, direct deposit form, etc. These forms should be filled out by the student and the supervisor and brought, fully completed, to the Libraries' HR Office. Note: If student has completed UGA Online Orientation within the past 12 months and s/he is not a graduate student, the UGA Online Orientation does not need to be completed again. <i>Student may not work without all appropriate paperwork completed.</i>
	Forward the Student Information Form, the student's completed paperwork from UGA Online Orientation and the Intellectual Property Agreement to Libraries' HR by the designated deadline.
	Verify that students with LBCLR enrollment status complete the GDCP Enrollment form at http://www.busfin.uga.edu/forms/application_membership.pdf . Submit all forms to Libraries' HR.
	Review the Libraries' Personal Safety Tips with the student assistant and discuss specific areas that are impacted by your department's function or hours of operations. Tips can be found at http://www.libs.uga.edu/access_services/security/safety.html .
	Instruct student assistant to complete the required role-based security training and accountability modules at SecureUGA (https://secure.uga.edu).
	Inform Student Assistant employees they 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.doweboct . After receiving this email, if students cannot access the module, please refer them to EITS at helpdesk@uga.edu .
	Instruct student assistant to read and review the University's policies on alcohol and drugs; arrests and convictions; non-discrimination and anti-harassment; weapons not allowed on campus; use of computers; and workplace violence. Once the student assistant has read and reviewed the policies, please ask the student to mark the appropriate boxes on the checklist located on the next page and forward that page to Lucille Davis so that it may be filed in the student's personnel file.



Reading and Reviewing Policies Checklist

You are required to read and review the items indicated below. Once you have read these items, please mark the appropriate boxes.

Student Assistant Name (Please Print): _____

Student Assistant Signature: _____

Date: _____

I Have Read & Reviewed the Policy	UGA Policy
	Policy on Alcohol and Other Drugs (http://www.uga.edu/drugpol/)
	Policy on Arrests and Convictions (http://www.uga.edu/legal/pdfs/ArrestsConvictionsPolicy.pdf)
	Non-Discrimination and Anti-Harassment Policy (http://www.uga.edu/eoo/pdfs/NDAH.pdf)
	Weapons Not Allowed on Campus Policy (http://www.police.uga.edu/weapons.html)
	Policies on Use of Computers (https://infosec.uga.edu/policies/documents/UGA_AUP.pdf)
	Workplace Violence Policy (http://www.uga.edu/safeandsecure/workplace.html) and (http://askuga.uga.edu/default.asp?id=967&Lang=1&SID=)
	USG Ethics Training module located at the eLearning Commons site, https://www.elc.uga.edu/webct/entryPageIns.dowebct .

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Return this form to Lucille Davis to be filed in the student's personnel folder.