**Steps to hire your new student employee:**

**Read through the steps before meeting with your student**

Step 1: Have the student employee complete the Employee Information Form (EIF)

Step 2: Have the student employee read over the Position Description (PD), student & reviewer sign

Step 3: Have the student employee fill out tax forms: W-4 and VA-4

Step 4: Have the student employee complete the direct deposit form

Step 5: Take a copy of the student employee’s Social Security Card (to attach to the ePAR)

Step 6: Have the student employee complete Section 1 of the I9 form

Step 7: Inform the student employee of the next steps coming from Student Employment

* The student employee will receive an email from [studentjobs@jmu.edu](mailto:studentjobs@jmu.edu) to their dukes email account with instructions on scheduling an appointment and the List of Acceptable Documents (original and unexpired) needed to complete Section 2 of the I9. This email will usually be sent 24 hours after completion of Section 1.
* When Section 2 is complete the person in the department completing this hiring paperwork will receive an email confirmation from [studentjobs@jmu.edu](mailto:studentjobs@jmu.edu) stating that the I9 is complete and the student employee is eligible to begin working.

***Under no circumstances should the student employee begin working before receiving this confirmation email.*** The University can be fined during an audit if your student employee is out of compliance (meaning they started working before their I9 form (sections 1 & 2) was completed.

Step 8: ***ePAR:***  You should complete the ePAR with the information from the Employee Information Form and the Position Description. *Please use the Student ID # field when searching for your student employee. If the student ID # pulls in a row for you to select you can be assured that you are selecting the correct student employee in the ePAR system. This will prevent selecting another employee with the same or similar name. If no row appears for the Student ID #, your student is a new hire to the university.* You will upload the EIF, PD, and a copy of the Social Security Card to the EPAR (please do not email or mail these documents). Once complete, **hold the ePAR in your worklist until you receive the confirmation email**. Before submitting, confirm that the start date on the I9 confirmation email, the ePAR, and the PD are correct, make any necessary edits, and then submit the ePAR. Your student employee can now begin working.

***Payroll documents:*** Submit the original W-4, VA-4, and the direct deposit form with a voided check directly to Payroll Services at MSC 5706. \*Only physical signatures are accepted on these forms.

***Signatures:*** For the EIF and PD please be sure to either physically sign (with pen) *or* Adobe Sign: <https://www.jmu.edu/computing/administrative-and-business/electronic-signature.shtml>.

Following these simple steps will help to streamline the hiring process. If you have questions, contact the Student Employment office at (540) 568-3269 or [studentjobs@jmu.edu](mailto:studentjobs@jmu.edu).