

# STUDENT EMPLOYMENT NEWSLETTER

January 2025



## ● SPRING HIRING

Be sure you are posting your positions on PageUp for 2025 Spring positions, if you haven't already.

Federal Work Study (FWS) funds are not available for Summer positions. The last day FWS students may work is 05/14/2025.

## ● HIRING PAPERWORK

PLEASE VIEW [STEPS TO EXPEDITE THE HIRING PAPERWORK ON OUR WEBSITE](#).

### ● NEW HIRES:

SIGNED POSITION DESCRIPTION (PD)  
EMPLOYEE INFORMATION FORM (EIF)  
I9 (SECTIONS 1&2)  
COPY OF SOCIAL SECURITY CARD  
W-4, VA-4 AND DIRECT DEPOSIT FORM

### ● REQUIRES:

SIGNED PD

IF THERE IS A LAPSE IN SERVICE OF SIX MONTHS OR MORE, NEW TAX AND DIRECT DEPOSIT FORMS ARE REQUIRED.  
IF THERE IS A LAPSE IN SERVICE OF ONE YEAR OR MORE, A NEW I9 IS REQUIRED.

PLEASE BE SURE YOU ARE USING THE MOST UPDATE TO DATE FORMS FROM OUR WEBSITE. THE MOST RECENT UPDATED FORMS ARE THE PD, EIF AND BACKGROUND CHECK FORM.

## ● JOB FAIR

The Spring Part-Time Job Fair will be held on April 2nd from 11 am to 1 pm. More information about how to register will be sent through our ListServ and posted to our [website](#).

Be sure you are signed up through our [ListServ](#) to receive important Student Employment updates.

## ● SEOTY

Be thinking of your nominee for Student Employee of the Year!  
The application will be posted to our [website](#) on January 27th.  
Nominations will be due March 1st.

## ● 1 ON 1 TRAININGS

Need Student Employment training? Contact us for 1 on 1 or small group training by completing the [QuestionPro request form](#).

Possible agenda items:

- Overview of Student Employment
- Hiring Paperwork
- I9 Process
- Student Employment Policy and Procedures
- PageUp
- Hiring Procedures (PageUp, interviewing, hiring)
- 20-hour rule
- FWS

## ● STUDENT EMPLOYEE APPRECIATION WEEK

This year Student Employee Appreciation Week is April 14th-18th, 2025.

This week serves as a time to show appreciation for all our Student Employees. Some examples of appreciation can be: goodie bags, a potluck, "Thank You" notes, pizza, etc.

## ● I9's

It is *prohibited* that a student employee begin their employment before their I9 form is completed (Sections 1 & 2).

For completion of Section 1 of the Form I9, provide [this video](#) to your students for instructions to complete Section 1 and the next steps for Section 2. Please visit the [List of Acceptable Documents for I9 completion](#). For Section 2 the student employee will need to provide either *one* item from List A OR one item from BOTH Lists B and C at their scheduled appointment. All documents presented must be ORIGINAL and UNEXPIRED. No copies will be accepted.

A confirmation email that the I9 is complete and the student employee may begin working will be sent from [studentjobs@jmu.edu](mailto:studentjobs@jmu.edu). This will go to whoever the student says completed their hiring paperwork. If this confirmation needs to be sent to someone else please tell your student so they know who to tell us.

Under NO circumstances should the student employee be volunteering their time until the I9 is complete.

## ● TRAININGS

### ● Student Employment Essentials Training on Tuesday, February 11th, 2025

9:00 AM - 11:00 AM

Wine-Price, Pathways Training Center, G006

MyMadison - TD1460

### ● Student Employment Essentials Training on

Tuesday, March 18th, 2025

9:00 AM - 11:00 AM

Wine-Price, Pathways Training Center, G006

MyMadison - TD1461

STUDENT EMPLOYMENT OFFICE  
STUDENT SUCCESS CENTER, 5TH FLOOR  
738 S. MASON STREET  
HARRISONBURG, VA 22807  
MSC 3519  
[studentjobs@jmu.edu](mailto:studentjobs@jmu.edu)  
[www.jmu.edu/student-employment](http://www.jmu.edu/student-employment)

