Step Three: Student Employment New Hire Request

Once you have reviewed your applications and selected the student(s) who best fit the needs of your department,

1. Complete a Student Employment New Hire Request
   The Student Employment New Hire Request Form is completed on line at: http://my.edgewood.edu/sites/services/hrm/emp/Lists/Student%20Employment%20Request/Data%20Sheet.aspx?ShowInGrid=False
   a. To complete this click on the link:
      i. Under “List Tools”
      ii. Click “Items”
      iii. Then “New Item”
      iv. Complete any sections with a *, (if the student is a summer worker please also be sure to click “Summer Worker” on the New Hire Request Forms.)

   Once a Student Employment New Hire Request Form has been completed, the Human Resources Office will then follow up with the student and request that they complete the New Hire Paperwork. If hiring an international student, you will need to indicate that on the New Hire Request so we can offer information on applying for a Social Security Card.

2. Remind Students to Complete New Hire Paperwork
   Students should not be working until they have completed all of the New Hire Paperwork and have presented the Edgewood Central Office with form(s) of verification. (Please see page 9 of the I-9 form to see a list of acceptable documentation). A student will not be set up for payroll until all paperwork has been completed.

New Hire Paperwork
When a student has been hired, there are a number of forms that must be completed. Both Work-Study and Edgewood Employment students are required to complete an I-9, W-4, WT-4, Authorization for Direct Deposit, the Sexual Misconduct Acknowledgement, the Annual Confidentiality Statement. The forms are described below:

The I-9 Form
The I-9 is a federally required document that verifies a student’s eligibility to work in the U.S. IT MUST BE COMPLETED BY THE THIRD DAY OF EMPLOYMENT! Students will complete the I-9 form in the Edgewood Central Office. They will need to provide actual identification documents which will be verified by a member of the Edgewood Central staff. Most students use a picture ID (Valid Driver’s license or college ID) and Social Security Card. See page 9 of the I-9 form to see a list of acceptable documentation. Please read it carefully when deciding on what identification you will present to the Edgewood Central staff.

* If I-9 documentation is not complete by the third day of employment, THE STUDENT MUST STOP WORKING! By law they must have this documentation to continue employment at the
college. They will not be able to log their work hours or collect a paycheck until the I-9 has been completed!

The W-4 Form
Work-study and Edgewood Employment earnings are subject to federal tax withholding. The W-4 form (Employee’s Withholding Allowance Certificate) is used to stipulate marital status and number of dependents in order to correctly withhold those taxes from a student’s pay. It is important that they file a W-4 form for payroll to insure accurate withholding. Students may be able to claim exemption from withholding based upon meeting criteria indicated on the W-4 form. Exempt status expires February 15th of each year. They must complete a new W-4 form if their exempt eligibility status continues.

It is a student’s responsibility to decide how they want to complete the W-4 form and withhold taxes. They may wish to speak with whoever does their taxes in order to best determine how much they would expect to owe and how much they would therefore want to have withheld from their paychecks, if any.

The WT-4 Form
Work-study and Edgewood Employment earnings are subject to state tax withholding. The WT-4 form is also used to stipulate marital status and number of dependents in order to correctly withhold state taxes from your pay. The WT-4 form is similar to the W-4 form but is for state tax purposes only while the W-4 is for federal tax purposes.

A WT-4 form must be completed each time a student does not work for a period of 60 days or greater. This is typically the case for those students employed year to year and who do not work over the summer or for those that may participate in a study abroad program.

Authorization for Direct Deposit
Direct deposit delivers a student’s employment earnings into their bank, savings and loan or credit union’s account quickly and safely. Edgewood College sends an electronic message to their bank, savings and loan or credit union crediting their account with the exact amount of earned wages. Students can withdraw money, put some in savings or pay bills - the things they do with their money now. The difference is, their check isn't printed or mailed.

The Sexual Misconduct Acknowledgement
All Edgewood College employees (faculty, staff, and students) are required to review the policy on Sexual Misconduct. Edgewood College is committed to providing an environment free of personal affronts against individuals and will not tolerate sexual misconduct in its community.

The Annual Confidentiality Statement:
All Edgewood College student employees are required to review the Annual Confidentiality Statement. Student workers will occasionally be exposed to personal and confidential information such as social security numbers, home addresses, and phone numbers. Edgewood College is committed in providing a safe a confidential environment for all individuals.

Those students working within the Campus School, or the Outreach Programs, must also complete the following:
The Background Information Disclosure
Under the Rehabilitation of Offenders Act (1974) Exceptions Order (1975), the Joint Circular on the Protection of Children (1986), Department of Health Circulars HC (88)9, HOC 8/88, WHC (88)10, HSG (94) 43, Part V of the Police Act 1997, the Protection of Children Act (1999), and the Criminal Justices and Court Services Act 2000 (Schedule 4) an obligation is placed on employers and providers of professional training to ensure that employees and students who work with children, young persons and vulnerable adults are fit to do so and do not have any statutory limits or bars on the activities in which they partake. The Criminal Records Bureau (CRB) has been set up at a national level to facilitate necessary checks on the criminal records background of persons seeking to work with children and vulnerable groups.