

# Process Guide for Hiring Student Workers

This guide is to be used for the hiring of hourly student workers. The basic flow of the student worker hiring process is New Hire I-9 Request Google Form > I-9 in Equifax > Student Work Study form in Self-Service Banner > Payroll Forms (paper and in Self-Service Banner). Any questions regarding this process can be directed to the Office of Human Resources by calling 856-256-4134 or emailing [hr@rowan.edu](mailto:hr@rowan.edu).

**Step 1:** Identify a student worker to hire and determine if they will be hired using Federal Work Study (FWS) or Institutional Work Study (IWS).

**Step 2 (if applicable):** If the student is an international student, they must file for a Social Security Number with the Social Security Administration. **No student can work without a Social Security Number.** Questions regarding obtaining a Social Security number can be directed to the International Center.

- When the international student presents their Social Security card to you, please reach out to Edyta Paluch ([paluch@rowan.edu](mailto:paluch@rowan.edu)) in Human Resources so the number can be entered into Banner.

**Step 3:** Submit a [New Hire I-9 Request](#) so that Human Resources can determine if the new hire has a valid I-9 on file or not.

- If the new hire does have an I-9 on file, HR will email you within one business day to let you know.
- If the new hire does NOT have an I-9 on file, HR will initiate an I-9 in Equifax for the student. The student will receive an email with a link to complete Section 1. Once the student has completed Section 1 of the I-9, a Pending I-9: In-Office task will appear on your Equifax dashboard.

**Step 4:** Make an appointment with the student hire to complete Section 2 of the I-9. In order to complete Section 2, the student must present original, unexpired documents in person. **No copies or scans can be accepted and appointments must be completed in person** (Zoom/WebEx meetings are not permissible).

- Students may present a document from List A OR a document from List B AND List C.
  - o An example would be either a passport (List A) or a Driver's License (List B) and Unrestricted Social Security Card (List C).
  - o Please note that it is against federal regulation to require students to present a specific document (i.e. Driver's License and Social Security card). You must instead present students with the [List of Acceptable Documents](#) and allow them to select which documents they would like to present (based upon their citizenship status).
- If the new hire is an international student on an F-1 visa, they must present their Foreign Passport, I-94, and I-20.
  - o For other visa types, please contact [hri9@rowan.edu](mailto:hri9@rowan.edu) to determine what documents are required.

**Step 5:** Once the I-9 is complete, log into Self-Service Banner to enter the student's Student Work Study Form. The Student Work Study form can be accessed under the Submit Electronic Forms menu on the

Employee Dashboard. Detailed instructions for submitting Student Work Study Forms can be found on the [HR website](#) under Recruitment and Staffing > Student Employment > Resources > Student Employment Resources.

**Step 6:** Once the Student Work Study form is submitted, the student will receive an email to acknowledge the form. Once the student acknowledges the form, it will move on to HR (and Financial Aid/OSP) for processing.

**Step 7:** Once the form has been processed and the assignment has been entered into Banner, the student will then be issued a timesheet and may begin working. **Students should not work until their onboarding is complete and their assignment is active in the system.** The student will also receive an email instructing them to complete and submit their NJ W-4 to Payroll and to log into Self-Service Banner to complete their Federal W-4 and Direct Deposit Authorization.