



LPO Sign-Up for Student Assistants: New Hires

Requirements of Student to Complete Initial Sign-up on Payroll

- The Hiring Supervisor makes a candidate selection for a Student Assistant position.
- The Hiring Supervisor completes the Conditions of Employment statement on the Student Assistant Application (page 2).
- The Hired Applicant completes the Applicant Information section (page 1) and the Student Assistant Employment Agreement (page 2).
- The Hired Applicant may then visit the LPO to complete the I-9 with original, unexpired documents at any time no earlier than when they have accepted a job offer in writing and no later than the day they start work or otherwise first perform services for pay.
- W4 and NC4 will need to be completed within two weeks.
- To submit the required direct deposit authorization form, Hired Applicants will need to provide a voided check (for a checking account) or an official bank memo (for a checking or savings account).
- Workplace Safety Training must be completed within 30 days of the hire date to satisfy OSHA regulations.