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 signs the Student Assistant Employment Agreement (page 2).
- The Hired Applicant may then visit the LPO to complete the I-9 with original 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.
- Hired Applicants will need to provide original documents that satisfy the I-9 form. (Please see List of Acceptable Documents for the I-9 Form)
- Statement of Selective Service requirements should be met if hired applicant is 18 years or older in order to be employed.
- 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 or an official bank memo (for a checking account) or a voided deposit slip (for a savings account).
- Workplace Safety Training must be completed in a timely manner to satisfy OSHA regulations. Certification must be submitted within two weeks.