



LPO Sign-Up for Research Assistants: New Hires

Requirements of Research Assistant to Complete Initial Sign-up on Payroll

- The Hiring Supervisor makes a candidate selection for a Research Assistant position.
- The Hiring Supervisor emails the candidate's full name; PID; email address; start and end dates; and funding information to the LPO.
- The LPO will email the candidate to set up an appointment to complete the hiring paperwork prior to the start date.
- The Hired Applicant will 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.
- 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 (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.