KEY ACTION ITEMS WHEN HIRING A <u>STUDENT HOURLY EMPLOYEE</u>

A few days before the student hourly employee's start date, send out an email which includes the following information:

Where and when to meet on the first day.

Reminders to bring the required proof of identity and employment authorization documentation to complete I-9 forms. I-9 forms must be completed by the third day of employment.

What to wear.

A reminder to complete any required training.

Within the first week of employment, review the following items with the employee. You can find this information on the <u>student employment website.</u>

Work policies for student employees.

Job duties, performance expectations, and your communication styles.

Rules related to meals and rest breaks.

Paydays and how to arrange direct deposit.

Time and sick time off policies and reporting:

Workday

Types of time off and accrual rates

Requesting sick time off

Building use and access/security.

Departmental Safety Plan.

Equipment use and access.

Emergency contact information.