



HUMAN RESOURCES

New Student/Non-student Temporary Employee Orientation Checklist

Please complete this check list and return it to your supervisor.

NEW STUDENT/NON-STUDENT TEMPORARY CANDIDATES

BEFORE YOU ARE ALLOWED TO WORK THE FOLLOWING MUST OCCUR:

- Receive Action Email from HR Generalist** – Email communication is sent to you and hiring manager requesting that you complete the I-9 and Background Check process.
 - You must complete the following tasks:
 - The [I-9 Process](#) prior to being authorized to work and prior to your start date. Original documentation will be required. Copies will not be accepted. You must not work until you have completed this process.
 - Complete GO Blue New Student/Non-student Temporary Orientation and Pre-employment Test. You will need to print a copy of the completed signed test and bring it into HR when completing the I-9 form.
 - Consent to the Background Check
- Receive Authorization to Work Email from HR Generalist** – Email communication is sent to you and the hiring manager authorizing you to work after a successful background check and I-9 form has been completed. Authorization email notifies both you and hiring department that you are now 'Authorized' to work.

NEXT STEPS

- Complete new employee validation as outlined in the authorization email. This is required for the new appointment to upload to the system of payroll processing.**
- Complete online Direct Deposit/Tax Documentation**
- Discuss employment expectations, schedule and timesheet procedures with supervisor.**

CURRENT STUDENT/NON-STUDENT TEMPORARY EMPLOYEES

BEFORE YOU ARE ALLOWED TO WORK THE FOLLOWING MUST OCCUR:

- Receive Action Email from HR Generalist** – Email communication is sent to you and the hiring manager requesting you complete Background Check process if a new background check is required. Background checks are active for one calendar year, if there are no breaks in employment.
- Receive Authorization to Work Email from HR Generalist** – Email communication is sent to you and hiring manager authorizing you to work after a successful background check and active I-9 has been confirmed. Authorization email notifies both you and hiring department that the new hire now is 'Authorized' to work.

NEXT STEPS

- Discuss employment expectations, schedule and timesheet procedures with supervisor.**