

UNIVERSITY OF GEORGIA LIBRARIES
Student Assistant Hiring Checklist

This checklist is designed to assist supervisors with the completion of all necessary paperwork to hire a student assistant.

| Complete (yes or n/a) | Action |
|--------------------------|---|
| | Student assistants may not begin employment until their hiring proposal has been completed and approved in UGAJobs. Libraries' HR Department will send an email to the student and supervisor when approval to hire is received. Start date can be no sooner than a week after hire is approved in UGAJobs. |
| | Determine if student is an international student who is maintaining F/J visa status. International students are eligible to work on campus a maximum of 20 hours per week while classes are in session and full-time during holidays or school vacation periods |
| | Determine appropriate UGA pay group 18T (STUWK), 18W (LBCLR or NBE_Hourly). For assistance, please review Student Assistant Employment page on the Libraries' website: http://www.libs.uga.edu/hr/policies/student-assistant-employment |
| | Determine if student is a graduate student. If the student is a graduate student, does s/he have an assistantship and, if so, for what % time? NOTE: Graduate assistantships impact the number of hours that a student may be work. |
| | Determine whether student is currently working or has previously worked on campus. Provide departmental contact information from previous/current UGA position; list this information on the Student Information Form. |
| | Students who handle cash and/or credit cards , or who will drive a state vehicle, must have a background investigation completed before they can be hired. Please check the box requesting a background investigation on the Student Employee Information Form at http://www.libs.uga.edu/staff/studentinfoform.pdf and submit to Libraries' HR Department. The student will receive an email from the background investigation vendor SterlingONE (donotreply@talentwise.com) that will give the student the information needed to access a secure portal to provide the information required for a background investigation. Completion of the background investigation process will take approximately 5-7 work days. Supervisors will be notified when the process is complete. Students may not work until the process and personnel report are completed. |
| | Complete the Student Employee Information Form at http://www.libs.uga.edu/staff/studentinfoform.pdf . NOTE: The effective date listed on this form must correspond to the first day work hours will be recorded for the student assistant on the Libraries' payroll. |
| | If the student has never worked at UGA before, inform the student s/he will receive an email from the UGA Onboarding System when their hire has been approved. Instruct the student to complete the UGA Onboarding System process. NOTE: If a student has completed the UGA Onboarding System process in a previous campus job, but has had a break in employment of more than 30 days, the UGA Onboarding System process will need to be completed again. |
| | The student, via the UGA Onboarding System process, will be instructed to complete the W-4, G-4, and direct deposit forms. These forms are submitted online by the student through the Onboarding System. Students will still have to meet with Libraries HR to complete the I-9 process. NOTE: Supervisors should discuss the Form I9 process with students they want to hire, explaining that they will be required to provide documentation of their eligibility to be employed. A list of acceptable documents to bring can be found at: http://libs.uga.edu/staff/forms/formi9docs.pdf. Consider this requirement when determining the "Effective Date" on the Student Employee Information form. |
| | Once the UGAJobs hiring proposal is approved, Libraries' HR Dept. will enroll new student hires into mandatory USG Ethics Policy and SecureUGA courses found at eLC. Supervisors should make all efforts to have student assistants complete the training within the first week of employment. |
| | Review the Libraries' Personal Safety Tips with the student and discuss specific areas that are impacted by your department's function or hours of operations. Tips can be found at http://www.libs.uga.edu/adminservices/security/personal-safety . |