

Libraries' Procedures for Student Employee Hiring:

1) Identify Candidates and Verify Eligibility

Post job on [JobX](#) or otherwise collect applications. Identify top candidates, and send their names and WSU ID numbers to Bonny in LAO to verify status and employment eligibility and to check on their work study. Verification is required for new hires as well as those continuing from previous appointments. The Libraries' hires only current WSU students as outlined in the [Libraries' Policy for Temporary Employee Hiring](#). In order to be considered a student, enrollment in a minimum of 6 credits for fall and spring semesters or 3 credits for summer is required. To be eligible for work-study, they must be enrolled at least half-time (6 credits). You will be notified by LAO of their status and eligibility.

2) Appoint in TEMPS

Once you receive notice from LAO of their eligibility and status, you may make an offer of employment. If they accept, set a start date and input the appointment in TEMPS using their actual start date. If they are continuing from a previous appointment, the start date should be the date following the conclusion of the current appointment. *Example: Their current appointment ends 05/15/2011, so their new appointment should begin 05/16/2011.* Appointment end dates are typically 8/15 for summer and 5/15 for fall through spring semesters. Actual end dates should be entered when you know the employee will be leaving sooner. Pay rates are set using the [Libraries' Student Employee Wages Grid](#).

3) I9 Identification

New employees, and those returning from any break in service, will typically need to bring original identification (no copies or faxes allowed) to LAO to complete an I9 on or before their first day. Acceptable forms of identification include: 1) Valid Passport OR 2) Driver's License AND Social Security Card OR Certified Birth Certificate. There are other options and foreign students have additional requirements, so contact LAO if you have questions about identification.

4) Cougar Manager

LAO will establish a [Cougar Manager](#) account for each new employee, and the supervisor will be notified by email when they are set up. Employees should be provided with instructions on how to clock in and out as well as on how to notify managers of needed corrections. Please be sure to emphasize the need to sign time cards at the end of each pay period in order to facilitate timely pay for hours worked. We do not pay until the time card is signed.

5) Official Appointment Form

After they complete their I9, W4, and Direct Deposit in LAO, their TEMPS appointment will be approved, and LAO will send you a copy of the appointment form to give to the employee. New employees should be given [New Employee Orientation](#) with the [Alcohol and Drug Policy](#), and [Safety Training Orientation](#). Copies of these completed forms are maintained in your unit.

6) Termination

If the employee terminates their employment (for any reason), prior to the appointment end date, please send an email to Bonny so their CM account can be deactivated and their appointment can be canceled.

If you have any questions, please contact Bonny Boyan, boyan@wsu.edu, 335-1535.