

2020-21 Hiring Checklist



Students should not begin working until the entire hiring process has been completed. If a student begins working prior to completing this process, the employer is responsible for 100% of any wages earned until the paperwork has been approved and processed.

Before starting this process, check with your department or business officer. It's possible an individual within your department is responsible for hiring activities.

Obtain appropriate access.

If you are new to student employee program, you'll need access to three different systems:

- Banner:** <https://www.du.edu/it/services/software/banner>. If you are new to Banner, you need to first request a new Banner login. Then submit a request for access to *both* the Human Resources/Payroll and Financial Aid modules.
- HireRight:** <https://dusharedservicescenter.freshdesk.com/support/tickets/new>
- You'll need access to HireRight to submit background check requests for students. Submit a support ticket for access (choose "Employment" and then "HireRight" from the drop-down menus).
- Pioneer Careers Job Board:** <http://www.du.edu/hireapioneer>. If you've never posted a position, create a new account.

Post your position and collect applications.

- <http://www.du.edu/hireapioneer>
- Log into your account and click "Post a Job." See "How to Write a Competitive Student Employee Job Description" and "How to Post Student Employee Positions in Pioneer Careers Online".

Verify the student has work study, if applicable.

- <https://apps05.du.edu:4443/applicationNavigator>
- Pull up the student in the RZIWORk screen through Banner. If there is a fund listed in the top section with a status of "A", you can submit a hiring request.

Submit background check.

- <https://pioneerweb.du.edu/employee>
- All new students require a background check before being hired. If the student is currently employed by DU, or has worked at DU within the last 120 days, a background check isn't needed. Submit the request on the Employee tab of PioneerWeb, then Employment Actions > Hiring > Non-Benefited Hiring > Non-Benefited Background Check Request.

Submit the Hiring Request.

- Navigate to Employment Actions > Hiring > Non-benefited Hiring. Select "work award hire" if you are hiring a student with work study funding. Select
- Enter student's DU ID and start date. Complete required fields.

- When entering the job description, you must copy and paste the entire posting from your approved position in Pioneer Careers. All details are needed for auditing purposes.
- Once submitted, it will require approval from your budget officer and financial aid (if work study funded). Both student and supervisor will receive an email when it is approved.

Student completes the remainder of the hiring paperwork with Shared Services.

- Once the hiring request is approved, the student need to complete additional paperwork.
 - **I-9 and W-4:** Within *three days* of the student's first day of work, they must contact Shared Services to complete an I-9 and W-4. Additional information is available online at www.du.edu/sharedservices/hr.
 - **PioneerWeb Forms:** Once hired, the student must complete the Confidentiality Statement and Patent Agreement through the Employee tab on PioneerWeb, where they can also set up direct deposit and enroll in electronic W-2s.

Approve hours worked in PioneerTime.

Once hired, you'll need to determine the work schedule with your student, who will log hours worked through PioneerTime. Students are paid every two weeks, and supervisors will need to approve timecards at the end of each biweekly pay period.

Instructions and resources for using PioneerTime can be found on the Employee tab of PioneerWeb under "My Resources."

If work-study funded, monitor earnings in RZIWORK.

Remember, students cannot earn more than their work award for the academic year, and any earnings above their award must be charged to your department. Throughout their employment, you should monitor how much the student has earned, how much is remaining in their work award, and their enrollment. A student must remain enrolled at least half time (6 credits for undergraduates, 4 credits for graduate students) to continue employment through work-study. All of this can be viewed on the RZIWORK screen in Banner.