

Instructions for Student Employment

1. Start the LHU Student Employment Packet 2022 in DocuSign.
 - a. Login to DocuSign with LHU credentials, go to Templates (at the top), and then choose Shared with Me (left hand side) and choose NEW LHU Student Employment Packet 2022 to begin (click use).
2. Complete signing order
 - a. Enter supervisor/timekeeper name and email.
 - b. Enter student name and student school email address.
 - The correct email address is **required**, or the document will not route appropriately.
 - c. Click Send.
 - d. DocuSign will take you to the Student Employment Packet.
 - e. Complete the Department Timekeeper/ Supervisor Use Only section.
 - f. Click finish once complete.

DEPARTMENT TIMEKEEPER/SUPERVISOR USE ONLY
Student Name:
Student Email:
Office / Department:
Cost Center:
Supervisor name:
*Supervisor Signature:

- g. The document will automatically be sent to the student to complete their payroll portion of the packet via email from DocuSign.
 - h. Once the student completes their part, it will automatically be sent to payroll for processing.
3. The student should then begin completing their background clearances:
 - a. The clearance link is included in DocuSign under **Student Employment Reminders** and is also listed below (b)
 - b. https://lockhaven.edu/hr/documents/LHU_Background_Clearance_student_instructions_4.6.22.pdf
 - c. Must bring in blue fingerprint result to J207 East Campus to Holly Meinke.
4. The student is required to complete the I9 form.
 - a. Send the student to J207 East Campus to see Holly Meinke to complete the I9
 - b. The student will be required to bring **original** documents to satisfy the I-9 form to prove eligibility for employment.
 - c. Required documents are listed on page 2 in the Student Employment Packet (second page)
5. Once you receive the completed notification from DocuSign via email with payrolls signature, that is your notification that we've received all necessary documents and your student worker can begin working.
 - a. Clearances, employment paperwork from DocuSign and I9 all need to be complete and submitted before student is cleared to begin work.
6. When hiring an international student, please reach out to Carly at cmorton@passhe.edu for additional paperwork that is required for hire.
 - The important things to note about NRAs is they must provide all the below documents:
 - Social Security card, I-20, Passport, Visa, Most recent I-94, and Statement of Citizenship