Instructions for NEW Student Employment

1. Start the LHU Student Employment Packet 2023 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 2023 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.
      • In the Email subject line, title document with students last name, first name, term of hire. EX: Morton, Carly, FALL 2023 (don’t worry about ID#)
      • Form will be declined if not filled out properly.
   c. Click Send.
d. DocuSign will take you to the Student Employment Packet.

e. Complete the Department Timekeeper/ Supervisor Use Only section.

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DEPARTMENT TIMEKEEPER/SUPERVISOR USE ONLY
Student Name:
Student Email:
Student Date of Birth or Banner ID Number:
Office/Department:
Cost Center:
Hourly Rate (minimum $7.75):
Supervisor name:
*Supervisor Signature:
Term of hire:
Summer
Academic Year:
Fall ONLY
Spring ONLY
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f. Click finish once complete.

g. The document will automatically be sent to Financial Aid to complete the award information.

h. Once the FA portion is complete, it will automatically be sent to the student to complete their payroll portion of the packet via email from DocuSign.

i. Once the student completes their part, it will automatically be sent to payroll for processing.

4. 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://www.lockhaven.edu/hr/documents/LHU_Background_Clearance_student_instructions_4.3.23.pdf](https://www.lockhaven.edu/hr/documents/LHU_Background_Clearance_student_instructions_4.3.23.pdf)

c. Must bring in blue fingerprint result to Kristine Meeker, please email her at kmeeker@commonwealthu.edu to make arrangements.

5. The student is required to complete the I9 form.

a. Please contact Kristine Meeker kmeeker@commonwealthu.edu 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 3 in the Student Employment Packet (second page)

6. Once you receive the completed notification from DocuSign via email with payroll's 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.

7. 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, Via, Most recent I-94, and Statement of Citizenship