

STUDENT WORKER PACKET CHECKLIST

Check website for most current onboarding documents:

[Instructions for New Hires \(lsuhsc.edu\)](https://lsuhsc.edu)

Employee name:

Supervisor name/position #:

- _____ [PER - 2](#) (Indicate responsibility level: Foundational, Professional, Specialized Technical in notes section)
- _____ Written approval to fill Student Worker position by Department Head, Dean's Office & Director
- _____ Description of duties and responsibilities supporting level and rate of pay
- _____ Provide reports to name and position number on PER-2
- _____ Resume & [Student Employment Application](#) (Including certification of at least part-time status by accredited school)
- _____ Student clearinghouse verification (if certification of at least part-time status by accredited school not included on application) [Educational Verification Form](#)
- _____ [Biographical Data Form](#)
- _____ [Data Protection Form](#)
- _____ [Oath of Affirmation Form](#)
- _____ [Direct Deposit Form](#)
- _____ [W-4 Form](#)
- _____ [L-4 Form](#)
- _____ [VEVRAA Invitation to Self ID Post Offer](#)
- _____ [Voluntary Self Identification of Disability](#)
- _____ Criminal Background Check Verification
- _____ Copy of social security card (for payroll verification purposes)

_____ I-9 document initiated in Hire Right (leave section 1 start date blank and do not complete section 2 until HR has confirmed start date, once confirmed, complete page 2 certification and upload supporting documents)

I-9 supervisor training Guide:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:6614aaf8-733c-3719-8029-a03bc9d8e1e0>

Start date to be determined once email confirmation received from HR Talent Acquisition & Operations team that hire appointment is approved.

Is the student under 18, if so provide:

_____ [Intention to Employ Form](#) (Work Permit Form - Provide only if student is less than 18 years old)

The department must provide the Talent Acquisition & Operations team at recruittalent@lsuhsc.edu a list of all faculty, staff and students that will come into contact with Student Workers under the age of 18 (for at least 15 minutes) to coordinate completion of mandatory reporter training and working with minors specific background check.