Process for Applying for Student Jobs

Below is a step-by-step process that all students need to follow to assist us in processing your student work contracts. **NOTE: YOU MUST HAVE YOUR STUDENT CONTRACTS AND ALL OTHER PAPERWORK COMPLETED, APPROVED AND TURNED INTO THE HR OFFICE BEFORE YOU MAY BEGIN YOUR STUDENT JOB. PLEASE DO NOT BEGIN WORK BEFORE YOU COMPLETE THIS STEP.**

1. Whether before or after you have interviewed for your respective job, please go to the student work website at [http://www.csl.edu/admissions/campus/jobs/](http://www.csl.edu/admissions/campus/jobs/). Halfway down the page you will find links to the I-9 Form, Student Contract, Direct Deposit Form, and finally the Federal and State W-4 forms. If you are NEW to the student worker program and this is your first job, you will need to print ALL of the forms off and complete them. If this is not your first job, then you will only need to print off the Student Worker Contract.

2. Take your student worker contract to your supervisor. Have them fill in ALL of the supervisor information, especially the Department number (and if applicable the Project Code) and start date. We need this so we know where to charge the labor.

3. Bring all completed forms, as well as the appropriate original identification for your I-9 and a VOID check to the Human Resources Office located on the 2nd floor of Loeber Hall. **Please note on your I-9 form, you must complete and sign Section 1 of the I-9 on or before your first day of work on your first student job. This is your hire date in to the student work program. By regulation, this date cannot be after your first day of work. If you have questions, please contact me before you complete this.** Please do not bring partially completed paperwork, or ask to leave a few forms with me while you complete the rest of the process. I would prefer that you hang on to them so that they will not get lost. Also having them complete when they arrive will assist me in getting them processed faster.

4. If this is your first job, you will then need to make an appointment Mary Jane Autry at autrym@csl.edu. She is our payroll supervisor and will assist you in learning how to use the ADP payroll system. You will be required to enter your time on an electronic timesheet AFTER YOU COMPLETE EACH SHIFT. When you apply for subsequent contracts, she will simply add the appropriate accounting code to your sheet.

If you have any questions, please do not hesitate to contact me at x7329, or at myerst@csl.edu. I will be glad to assist you in any way that I can.