

## Federal Work Study (FWS) Hourly Student Employee Onboarding Checklist

### BEFORE YOU BEGIN WORKING:

- Review and sign the FWS contract. If you have questions or need a resend, contact the Financial Aid team at [FINAID@wcupa.edu](mailto:FINAID@wcupa.edu).
- Complete the hiring forms in DocuSign:
  - Additional Employment Form
  - Direct Deposit
  - Residency Certificate
  - W-4
  - Worker's Compensation
  - Form I-9 (separate link in email)
- Complete the in-person I-9 verification.
  - [Form I-9 Acceptable Documents](#)
  - You must complete Section 1 of the Form I-9 in DocuSign before you can complete the in-person I-9 verification.
- Complete the background check clearances:
  - PA State Police Check (automatically run after you start the clearance process through CBY)
  - Child Abuse Clearance (completed via an online application)
  - Complete the fingerprinting for the FBI Check and provide the results to the Office of Human Resources

### AFTER YOU BEGIN WORKING:

- Complete the FERPA training in D2L during your initial days of employment.
- Complete the Vector Solutions training during your first 90 days of employment.
- Begin entering your hours into eTime immediately. If you have questions about eTime, visit [eTime Help](#) or contact [PAYROLL@wcupa.edu](mailto:PAYROLL@wcupa.edu).

Please reach out to the Student Employment team at [studentemployment@wcupa.edu](mailto:studentemployment@wcupa.edu) with questions. We are here to support you.