International Hourly Student Employee Onboarding Checklist

BEFORE YOU BEGIN WORKING:

- ❑ **Obtain a Social Security Number (SSN)**. *Students and scholars must wait at least 10 days after their initial entry into the U.S to begin the SSN application process*.
  - o **You need your SSN before you can complete the following steps.**
  - o If you have questions about obtaining an SSN, contact the Global Engagement Office at **International@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.
  - o **Form I-9 Acceptable Documents**
  - o 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**.

Please reach out to the Student Employment team at **studentemployment@wcupa.edu** with questions. We are here to support you.