

Non-Work Study Hourly Student Employee Onboarding Checklist

BEFORE YOU BEGIN WORKING:

- 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.

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