2019-20 Work-Study Hiring Checklist

Students should not begin working until the entire hiring process has been completed. If a student begins working prior to completing this process, the employer is responsible for 100% of any wages earned until the paperwork has been approved and processed.

☐ Obtain appropriate access.
   If you are new to the work-study program, you’ll need access to three different systems:
   - **Banner**: [https://www.du.edu/it/services/software/banner](https://www.du.edu/it/services/software/banner)
     If you are new to Banner, you need to first request a new Banner login. Then submit a request for access to both the Human Resources/Payroll and Financial Aid modules.
   - **HireRight**: [https://dusharedservicescenter.freshdesk.com/support/tickets/new](https://dusharedservicescenter.freshdesk.com/support/tickets/new)
     You’ll need access to HireRight to submit background check requests for students. Submit a support ticket for access (choose “Employment” and then “HireRight” from the drop-down menus).
   - **Student Employment Job Board**: [https://du.studentemployment.ngwebsolutions.com/JobXRequestLogin.aspx](https://du.studentemployment.ngwebsolutions.com/JobXRequestLogin.aspx)
     If you’ve never posted a position, request login permission. You’ll receive an email once your account is approved.

☐ Post your position and collect applications.
   [https://du.studentemployment.ngwebsolutions.com/JobXJobControlPanel.aspx](https://du.studentemployment.ngwebsolutions.com/JobXJobControlPanel.aspx)
   All work-study positions must have an approved job description in our job board. Log into your account and click “Add a new Job.” (If you don’t need students to apply, request that it be placed into storage.)

☐ Verify the student has work-study.
   [https://apps05.du.edu:4443/applicationNavigator](https://apps05.du.edu:4443/applicationNavigator)
   Pull up the student in the RZIWORK screen through Banner. If there is a fund listed in the top section with a status of “A”, you can submit a hiring request.

☐ Submit a background check (if needed).
   [https://pioneerweb.du.edu/employee](https://pioneerweb.du.edu/employee)
   All new students require a background check before being hired. If the student is currently employed by DU, or has worked at DU within the last 120 days, a background check isn’t needed. Submit the request on the Employee tab of PioneerWeb, then Employment Actions > Hiring > Non-Benefited Hiring > Non-Benefited Background Check Request.

☐ Submit the work award hire request.
   [https://pioneerweb.du.edu/employee](https://pioneerweb.du.edu/employee)
   On the Employee tab of PioneerWeb, navigate to Employment Actions > Hiring > Non-Benefited Hiring > Work Award Hire. The student, supervisor, and department’s budget officer will all receive an email when the hire request is approved.

☐ Have student complete rest of hiring paperwork.
   Once the hiring request is approved, the student need to complete additional paperwork.
   - **I-9 and W-4**: Within three days of the student’s first day of work, they must contact Shared Services to complete an I-9 and W-4. Additional information is available online at [www.du.edu/sharedservices/hr](http://www.du.edu/sharedservices/hr).
   - **PioneerWeb Forms**: Once hired, the student must complete the Confidentiality Statement and Patent Agreement through the Employee tab on PioneerWeb, where they can also set up direct deposit and enroll in electronic W-2s.