

# How To Hire A Student Employee At WMU



## Questions?

CASES 387-2745  
HR 387-3620  
Payroll 387-2935

### *STEP 1 - Recruit*

- Create a job description & post it on BroncoJobs or own department's web site.
- Check the Career and Student Employment Services (CSES) Web site for details on posting & pay guidelines.  
<http://www.wmich.edu/career/>

### *STEP 2 – Interview & Select Candidate*

- Use preferred method of application. Such as, 'Universal Student Application' (available on CSES website) your application, resume or email.
- Make sure student understands the requirements and expectations of job

### *STEP 3 – Complete the Form I-9 (if necessary)*

- Determine if student already has a I-9 on file
- If NO, student must complete Section 1 of the Form I-9 ON or BEFORE the first day of work. The Department must complete section 2 within three days of the hire date. See I-9 tutorial for in depth direction and examples: <http://www.wmich.edu/hr/form-i-9.html>

### *STEP 4 – Gather Required Business Data*

- Social Security Number (check against SSN card if possible)
- WIN
- Enrollment status
- Home address/contact information
- Work Study information
- Work schedule
- Data is needed to complete forms & for student personnel file

### *STEP 5 – Complete Student Appointment Form*

- Information on student forms is located on the Human Resources Web site: <http://www.wmich.edu/hr/>
- Payroll schedule (with form deadlines) is found on the Payroll Web site: <http://www.wmich.edu/payroll/>

### *STEP 6– Other Items*

- If a new employee, student must complete a W-4 form
- Keep student employment info/data in a folder for reference
- Use reports to assist in tracking payments, etc
  - *KRONOS Timekeepers report*
  - *Budget Payroll Earnings report*