

## Student Employment Checklist for General Campus Positions

Congratulations on your offer of employment! We look forward to working with you. Please follow the steps shown below, and keep this information for future reference. **Your immediate attention is important because your employment cannot begin before these steps have been completed.** If you have questions about the student employment process, please email [studentemployment@apsu.edu](mailto:studentemployment@apsu.edu) or call (931) 221-7619 or (931) 221-6543.

### Before beginning your job, follow these steps:

- ☐ *Register for classes.* You must register at least half-time for summer or fall classes to establish your student employment eligibility.
- ☐ *Attend an upcoming in-person onboarding session for new student employees. Using the link accessible here <https://www.signupgenius.com/go/10c0d4da9a82fa6fec25-appointment>, register for a session. Bring the following items to your onboarding session:*
  1. *Original unexpired document(s) for Section 2 of the I-9*
  2. *Both completed employment forms (Remember to use blue or black ink.)*
  3. *Fingerprint card (if required)*
- ☐ *Look for an email from [applicationstation@truescreen.com](mailto:applicationstation@truescreen.com). Create an account, and complete Section 1 of the online Form I-9. As you complete Section 1, review the list of acceptable documents for Section 2 and decide which original unexpired document(s) to show for Section 2.*
- ☐ *Print these forms (attached to your initial email from [studentemployment@apsu.edu](mailto:studentemployment@apsu.edu)), and complete each in blue or black ink:*
  1. *APSU Designation of Beneficiary Form*
  2. *APSU Policies for New Hires*
- ☐ *If you will be working with minors (persons younger than 18), provide the following:*
  1. *Permission for a background investigation*  
Look for another email from [applicationstation@truescreen.com](mailto:applicationstation@truescreen.com). Follow the directions to provide the requested information.
  2. *Fingerprints*  
Go to the APSU Campus Police Department in the Shasteen Building to get a fingerprint card. Fingerprinting services are available on Mondays through Fridays from 2:30 to 4 p.m. If you have questions, please call (931) 221-7786.
- ☐ *Wait to receive an email from [studentemployment@apsu.edu](mailto:studentemployment@apsu.edu). Look for an email indicating that you are eligible to begin working. "Student Employment Authorization" will be included in the subject line. **Do not begin your work assignment before receiving an authorization email from [studentemployment@apsu.edu](mailto:studentemployment@apsu.edu).***

NEXT



**After receiving your employment authorization email, follow these steps:**

- ☐ *Contact your supervisor to request a work schedule.* They will be expecting to hear from you because they received a copy of your email authorization.
- ☐ *Set up your direct deposit for payroll via Web Self Service of OneStop.* Directions are accessible here <https://www.apsu.edu/business-services/payroll/documents/DirectDepositInstructions.pdf>.
- ☐ *Complete your online tax withholding form (W-4) via Web Self Service of OneStop.* Directions are accessible here [https://www.apsu.edu/business-services/payroll/documents/W4\\_Instructions.pdf](https://www.apsu.edu/business-services/payroll/documents/W4_Instructions.pdf). The default filing status for the W-4 is "Single." If you have questions, please contact Payroll Services by emailing [payroll@apsu.edu](mailto:payroll@apsu.edu).
- ☐ *Complete the FERPA training and quiz* accessible here <https://www.apsu.edu/human-resources/ferpa-training>.
- ☐ *Review the student employment orientation* accessible here <https://www.apsu.edu/human-resources/neo/student>.
- ☐ *Read your professional development packet from Career Services.*
- ☐ *During the first month of your job, complete a career readiness pre-assessment.*  
National Association of Colleges and Employers (NACE) Career Readiness Competencies Assessments are available via your Jobs4Govs account. Find linked within your Student Employment pathway under Resources>Pathways on your Jobs4Govs homepage. If you cannot access your pathway, please email [simpsonm@apsu.edu](mailto:simpsonm@apsu.edu) or call (931) 221-6543.
- ☐ *One month before your job ends, complete a career readiness post-assessment.*