

# Student Employee Checklist for Domestic Students

Congratulations on your offer of employment! We look forward to working with you. **Follow the steps shown below before starting your job. Your employment cannot begin before these steps have been completed:**

- If you received previous payment(s) through the Austin Peay State University payroll, email [studentemployment@apsu.edu](mailto:studentemployment@apsu.edu) or call (931) 221-7176 to confirm that your employment documentation is up-to-date.**
- Look for an email from [i9success@truescreen.com](mailto:i9success@truescreen.com). The subject line will be “i9success I-9 Request.” Follow the directions to complete Section 1 of the online Form I-9. You must complete this step before visiting Human Resources.** Refer to your email from [i9success@truescreen.com](mailto:i9success@truescreen.com) for details as you complete Section 1, and remember to submit your form. If you need assistance with Section 1 of the online I-9, contact a Truescreen support representative by calling 800-803-9042, Extension 2006.
- If you will be working with minors (persons younger than 18), a background check and fingerprints will be required. If you WILL BE working with minors, follow the additional steps shown below. If you WILL NOT be working with minors, skip this step and prepare to visit Human Resources:**
  - Look for an email from [applicationstation@truescreen.com](mailto:applicationstation@truescreen.com). The subject line will be “Background Investigation Forms Requested.” Follow the directions to provide the requested information.
  - Go to the APSU Campus Police Department in the Shasteen Building to get a fingerprint card. Fingerprinting services are available on Monday through Friday from 2:30 to 4 p.m. For more information, call (931) 221-7786. Deliver your card to your supervisor. The Campus Police Department will deliver a card to HR for your personnel file.
- Prepare for your visit to the Office of Human Resources. Review examples of acceptable I-9 document(s) accessible at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>, and gather your original documents to show to an HR representative. Remember to fill out Section 1 of the online Form I-9 before visiting HR.** Completing the Form I-9, Employment Eligibility Verification, is a federal requirement. You must show documentation to establish your identity and employment authorization. After reviewing the lists of acceptable documents, gather the original documents you plan to show to an HR representative. As required by the Department of Homeland Security, your documents must be original and unexpired. Copies or photocopies are not acceptable.
- After completing Section 1 of the online Form I-9, go to Human Resources with your original—unexpired—documents for Section 2 of the form. During your HR visit, fill out the designation of beneficiary/policy review form (available in HR) and show an HR representative your original, unexpired documents for Section 2 of the I-9.** Human Resources is located in the basement of the Browning Building and is open on Monday through Friday from 8 a.m. to 4:30 p.m.
- Wait to receive a student employment approval email before starting your job. Do not start your job—even to attend orientation/training.** To maintain federal compliance, you must provide all required employment documentation and receive written authorization from the Student Employment Coordinator in HR before attending orientation/training or starting your job. **Noncompliance subjects the university to fines and penalties.**

**Questions? Call (931) 221-7176**