



Hiring Student or Casual Employees

New Student or Casual Employees

To hire a student or casual employee who has **NEVER** worked with your department before, complete the following steps:

- Make the offer contingent on successful completion of a pre-employment background check (if applicable). See the HR webpage for additional information.
- Initiate background check (if applicable).
- Complete a Personnel Requisition with information about the individual hired, pay rate, start date and POETS budget code. (available at www.sandiego.edu/hr, click on “Employment” and then “Forms”)
- Bring the new employee to Human Resources (Maher 101) on or before their first day of work to complete the following forms (Note: If the employee has worked recently on campus, in another department, they may not need to complete these forms again. You can contact us to find out if this is necessary):
 - Federal Employment Eligibility Form (I-9) with appropriate form(s) of identification (see list on back of I-9 form)
 - If not received, we are required to ask the employee vacate the position until they can provide this information
 - Federal (W-4) and State Tax Withholding Form
 - If not received, we are required to set tax withholding allowances at the maximum deduction level
 - Confidential Employee Data Form

Re-hired Employees

To **re-hire** a student or casual worker who has worked in your department previously:

- Print a Department Action Form (DAF) from the Oracle Employee Database (for step by step instructions, go to www.sandiego.edu/hr/prc and click on “How to Print DAFs” (near the bottom of the page)).
- Write the following information on the DAF:
 - “Activate Assignment”
 - List a start date
 - List an end date (the last day they will work)
 - Any other relevant information (e.g. if the Pay Rate or POETS budget code has changed)
- Get appropriate approval signatures on the form and submit to Human Resources in Maher 101.
- If the employee has not worked with your department within the past 12 months, they are required to resubmit:
 - A new Federal Employment Eligibility Form (I-9) with appropriate form(s) of identification
 - If not received, we are required to ask the employee vacate the position until they can provide this information
 - A new Federal (W-4) and State Tax Withholding Form

- If not received, we are required to set tax withholding allowances at the maximum deduction level
- A new Confidential Employee Data Form

Paychecks

The following information explains how an employee receives a paycheck:

- ❑ Time Cards/Time Clock
 - Hourly employees are required by California law to accurately record all time worked. At USD, this information is recorded using an online timecard/time-clock system called “Kronos”. Please refer to the Payroll website for information on how to record time using this system. <http://www.sandiego.edu/administration/businessadmin/payroll/>
- ❑ Time Card Deadlines
 - Hourly employee time cards must be approved by both the employee and supervisor at the end of each bi-weekly pay period. Please refer to the Payroll website for time card deadlines. <http://www.sandiego.edu/administration/businessadmin/payroll/>
- ❑ Direct Deposit or Check Distribution
 - Employees can request that their pay be deposited directly into their bank account by completing the Direct Deposit form and returning it to either the Payroll (Hughes 203) or Human Resources office (Maher 101). This form is available on the Payroll website (forms). <http://www.sandiego.edu/administration/businessadmin/payroll/>
 - If not using direct deposit, employees can pick up their paycheck at the Cashier’s Office (Hughes 207) from 9:00 a.m. – 4:00 p.m. on the Hourly Pay Dates.
 - Unclaimed checks will be held for 30 days. Following that period, the statement or check will be mailed to the home address listed on your personnel records. It is the employee’s responsibility to provide Human Resources with a current address.

Payroll Questions? Call the Payroll Department at (619) 260-4818.