

STUDENT EMPLOYEE ONBOARDING CHECKLIST



KEY ACTION ITEMS WHEN YOU BEGIN EMPLOYMENT AS A STUDENT HOURLY EMPLOYEE

Complete the first section of the Form I-9 in Workday by the end of your first day of employment.

Present your work authorization documentation to your unit's I-9 Coordinator within 3 business days of your employment.

- Acceptable documentation may include a U.S. Passport, a driver license and social security card, or other documentation as outlined by [the U.S. Citizen and Immigration Services](#).

Complete all required training within 31 days of your start date, including:

- Violence prevention & response
- Husky Prevention & Response (Title IX)
- Asbestos Awareness training
- Reporting Suspected Child Abuse or Neglect
- Other assigned training

Review information about [student employment](#), including:

- About student employment
- Time off and leave policies
- Work policies for student employees
- Getting started as a new student employee
- Finding student employment
- Resources for student employees