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
  - Covid-19 Safety 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