

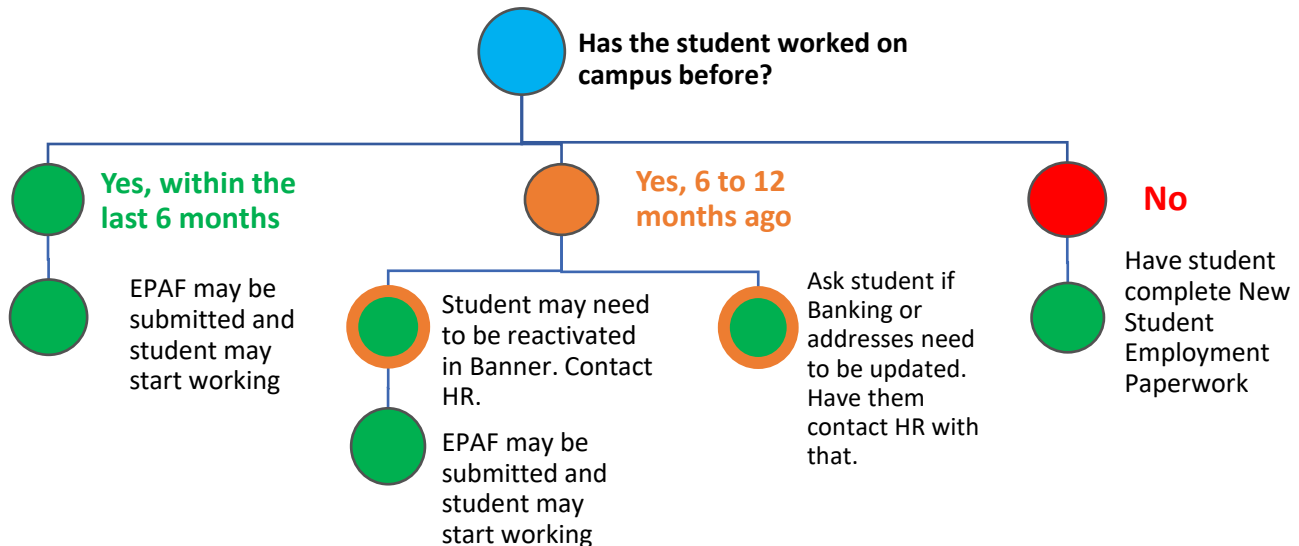


STUDENT HIRING CHECKLIST

For Hiring Managers/Supervisors

Steps to Assist You in Hiring Student Employees

- Congratulations! You've found the student you want to hire.
- Get the following basic information from the student:
 - Name:
 - Banner ID:
 - Graduate Student or Undergraduate:
 - International Student?
 - If International, does the student have an SSN?



If your student is a new employee or needs to complete the Student Payroll Paperwork again due to a break in employment, the paperwork must be done before the student starts working. Send the student:

- The New Student Employee Checklist
- Payroll Paperwork Link: [New Student Employee Payroll Paperwork DocuSign](#)

Have the student:

- Visit HR to provide their verification documents. These documents **MUST** be submitted before they begin or on their first day of employment. If they are unable to meet this deadline, reach out to HR before they begin working. These documents include:
 - I-9 verification documents (see back page for List of Acceptable Documents)
 - Choose one List A document OR Choose one List B document AND one List C document
 - Additional forms required for non-resident international students
 - Original Documents Only, copies or pictures will not be accepted
- Banking information – All Board of Regents employees, except where prohibited by law, shall receive payroll payments via Automated Clearing House (ACH) direct deposit. Within the New Hire Paperwork sent via DocuSign it will be required to attach proof of banking to establish direct deposit.

While visiting HR, it helps if the student knows the following information:

- Department they will be working with
- Supervisor name
- Expected Start Date

Once the student has completed the Student Payroll Paperwork, HR will let the department assistant/EPAF creator know they have done so and to go forward with submitting the EPAF for approval.

To enter the EPAF, you should know:

➤ Please refer to the EPAF Guide found on the MY SD MINES tab in SNAP for in depth instructions.

- Pay rate:
- How many hours on average expected for this position?
- When does the position start?
- What are the employees' duties:
- Banner Index # / Grant Account # / Foundation Account #:
- Total budget amount in account for funding labor:
 - Factor in payroll taxes and benefit percentages
 - How many credits is your student employee taking?
 - FICA Exempt = Graduate: 5 credits or more, Undergraduate: 6 credits or more
- Does the work run over December/January break?
 - Do you have a plan for pay and does that fit within limits set for funding students during break?
 - FWS needs prior approval from Monica Darrow to work during break.
- Does the work run over the summer?
 - Do you have a plan that fits the restrictions for summer employment?
- When does the position terminate?
 - Does the student graduate before the position terminates?
- Name of supervisor for the position:
 - Are they active in the EPAF system to approve timesheets?

If all above has been checked off, your student can begin working!

Before the Students First Pay Day

Have the student visit the SNAP portal – explain how to fill out a timesheet to them.

Have the student fill in the hours they worked, frequently. Mistakes happen when they wait until the last day.

If the student does not submit their timesheet by the deadline, the next opportunity to receive payment will be at the next month's payroll correction period.

Contact South Dakota Mines Human Resources

E: HR@sdsmt.edu

P: 605-394-1203

O'Harra, Rm 110

Please contact Human Resources if you are unable to provide your I-9 verification documents before the deadline.

Federal Law states that I-9 verification must be completed within 3 business days of an employee's start date.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.