

# Student Employee Orientation Checklist



**STUDENT NAME:**

**ID #:**

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<p><b><u>Step 1: Hiring Process - Supervisor</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct student orientation</li> <li><input type="checkbox"/> Determine hours, schedule and job description - inform student employee</li> <li><input type="checkbox"/> Complete Form 311T &amp; refer student to Human Resources, even if they do not have a Social Security Number (SSN)</li> <li><input type="checkbox"/> Graduate Assistants – GA Office will complete paperwork</li> <li><input type="checkbox"/> Must complete I-9 within 3 days of start date (all employees)</li> </ul>	<p><b><u>Foreign Nationals</u></b></p> <ul style="list-style-type: none"> <li>– May begin to work w/o Social Security Number</li> <li>– Must be in legal immigration status</li> <li>– Maximum hours 20 per week (for all jobs combined)</li> </ul>
<p><b><u>Step 2: Office of Human Resources</u></b></p> <p>1<sup>st</sup> floor Admin. Bldg. 410-704-2162 M-F 8:00 – 12:30 p.m. 2:00 - 4:00 p.m.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Present 311T as evidence of your job</li> <li><input type="checkbox"/> Fill out Forms I-9 and Tax Residency Status Form</li> <li><input type="checkbox"/> If you are neither a US Citizen or Permanent Resident Alien, you must complete Step 2a below</li> <li><input type="checkbox"/> Bring <i>original</i> forms of identification</li> </ul>	<p><b><u>Foreign Nationals</u></b></p> <ul style="list-style-type: none"> <li>– Bring immigration documents, passport, I-94</li> <li>– Do not complete Form W-4 at Human Resources – go to NRA Tax Office to complete tax analysis first</li> </ul>
<p><b><u>Step 2a: Nonresident Alien Tax Office - 4<sup>th</sup> floor</u></b></p> <p>410-704-5269 M-F 8:00 – 12:30 p.m. 2:00 - 4:00 p.m.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do you have a Social Security Number?</li> <li><input type="checkbox"/> Present immigration documents and Forms 311T</li> <li><input type="checkbox"/> Complete GLACIER record</li> <li><input type="checkbox"/> *If you do not have a Social Security Number (SSN), NRA Tax Office will advise you what to do.</li> </ul>	<p><b><u>Foreign Nationals</u></b></p> <ul style="list-style-type: none"> <li>– By law, TU is required to conduct a tax analysis if you are not a US Citizen or PRA</li> <li>– If no SSN, you must first apply for one. NRA Tax Office will provide directions &amp; paperwork.</li> <li>– You may still work without a SSN, but you will not get paid.</li> </ul>
<p><b><u>Step 3: Payroll</u></b></p> <p>4<sup>th</sup> floor Admin. Bldg. 410-704-2201 M-F 8:00 a.m. - 4:30 p.m.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit these forms to Payroll together:             <ul style="list-style-type: none"> <li>– 311T Form &amp; Tax Residency Status Form (yellow copy)</li> <li>– Form W-4</li> <li>– Tax Code Summary Sheet (<i>foreign nationals only</i>)</li> </ul> </li> </ul>	<p><b><u>Foreign Nationals</u></b></p> <ul style="list-style-type: none"> <li>– <b>Paperwork cannot be submitted until you have a SSN</b></li> </ul>

**\*Note:** Foreign national students who do not have a Social Security Number should apply for one as soon as receiving job offer and should complete Steps 1 through 2a before starting to work. After receiving Social Security Number, complete Steps 3 and 4.