Hiring Student Workers

First thing you need to tell your student workers is to make sure they are set up on Payroll. They need to go to Waterfront, 3rd floor to EPS/Payroll and Tax to process. Look at the list of acceptable documents for the required documentation they must bring with them.

<http://payroll.wvu.edu/r/download/159384>

Also, they will need a blank check from their bank for direct deposit. If they have a passport, they may use that with the blank check. Be sure they have the actual document, they will not be allowed to use a copy, they must bring the actual document with them when they process.

If they have already processed/currently in another student worker position, you can give me their name and I will check in the system to see if they are still active.

Next, you will need to provide the following information to the EBO for each of the students so a hiring form can be submitted to EPS once they have processed for payroll:

Name:

Date of Birth:

Hourly pay:

Name of Supervisor:

Start date:

Please make sure they do not start working until the supervisor gets a confirmation (E-mail) that they have been keyed into the system.

Also, Employee Processing Services does have a five day window for the hiring process. They must process for payroll and the EBO needs the information indicated above five working days before you want them to start working.

If you have any other questions, please email provostebo-HRPayroll@mail.wvu.edu.

Have a great day!