Students should not begin working until the entire hiring process has been completed. If a student begins working prior to completing this process, the employer is responsible for 100% of any wages earned until the paperwork has been approved and processed.

**Required Forms**

- **Background Check**
  Each student must pass a background check to be hired by the University of Denver. If it has been 120 days or less since the student last worked at DU, a new background check is not required. Supervisors can request background checks by going to PioneerWeb -> Employee tab -> Employment Actions -> Hiring -> Non-Benefited Hiring -> Non-Benefited Background Check Request. If you do not have Hire Right access, please email Shared Services at sharedservices@du.edu.

- **Online Hiring Request**
  Complete the online hiring request through PioneerWeb once background check is completed. Go to the Employee tab -> Employment Actions -> Hiring -> Non-Benefited Hiring -> Work Award Hire.

**Required unless student was previously employed in the work-study program.**

- **Employment Eligibility Verification Form (I-9)**
  Student will receive instructions for completing the I-9 form via email. The first section will be completed online. Then, the student must visit Shared Services in Aspen Hall and show original required documents. A list of acceptable documents to complete the I-9 is available at www.uscis.gov.

- **W-4 Federal Tax Form**
  All new student employees, and those who wish to make changes to their current form on file, must complete and submit a W-4. This form can be found by going to PioneerWeb -> Employee tab -> Employee Information -> Tax Forms.

- **Confidentiality Agreement**
  This form must be completed online by the student once hired. Can be found in PioneerWeb -> Employee tab -> Employee Information -> Employee Additional Online Action Items.

**Optional Forms**

- **Direct Deposit Form**
  Students are strongly encouraged to use direct deposit for their paychecks. This can be done in PioneerWeb -> Employee tab -> Employee Information -> Paycheck Direct Deposit. **Please note: Direct deposit for payroll purposes must be set up separately from direct deposit for financial aid refunds.**

- **Banner Access Form(s)**
  If your student needs access to Banner, please complete the necessary forms. All Banner request forms can be found at http://www.du.edu/it/banner/bannerSecurityRequest.html.