

# 2020-21 Work-Study Hiring Checklist

*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.*

## ☐ Obtain appropriate access.

If you are new to the work-study program, you'll need access to three different systems:

- ☐ **Banner:** <https://www.du.edu/it/services/software/banner>

If you are new to Banner, you need to first request a new Banner login. Then submit a request for access to *both* the Human Resources/Payroll and Financial Aid modules.

- ☐ **HireRight:** <https://dusharedservicescenter.freshdesk.com/support/tickets/new>

You'll need access to HireRight to submit background check requests for students. Submit a support ticket for access (choose "Employment" and then "HireRight" from the drop-down menus).

- ☐ **Pioneer Careers Job Board:** <http://www.du.edu/hireapioneer>

If you've never posted a position, create a new account. You'll receive an email once your account is approved.

## ☐ Post your position and collect applications.

<http://www.du.edu/hireapioneer>

All work-study positions must have an approved job description in our job board. Log into your account and click "Post a Job." See [Job Aid - On Campus](#) for instructions on how to post to Pioneer Careers.

## ☐ Verify the student has work-study.

<https://apps05.du.edu:4443/applicationNavigator>

Pull up the student in the RZiWORK screen through Banner. If there is a fund listed in the top section with a status of "A", you can submit a hiring request.

## ☐ Submit a background check (if needed).

<https://pioneerweb.du.edu/employee>

All new students require a background check before being hired. If the student is currently employed by DU, or has worked at DU within the last 120 days, a background check isn't needed. Submit the request on the Employee tab of PioneerWeb, then Employment Actions > Hiring > Non-Benefited Hiring > Non-Benefited Background Check Request.

## ☐ Submit the work award hire request.

<https://pioneerweb.du.edu/employee>

On the Employee tab of PioneerWeb, navigate to Employment Actions > Hiring > Non-Benefited Hiring > Work Award Hire. The student, supervisor, and department's budget officer will all receive an email when the hire request is approved.

## ☐ Have student complete rest of hiring paperwork.

Once the hiring request is approved, the student need to complete additional paperwork.

- ☐ **I-9 and W-4:** Within *three days* of the student's first day of work, they must contact Shared Services to complete an I-9 and W-4. Additional information is available online at [www.du.edu/sharedservices/hr](http://www.du.edu/sharedservices/hr).
  - ☐ **PioneerWeb Forms:** Once hired, the student must complete the Confidentiality Statement and Patent Agreement through the Employee tab on PioneerWeb, where they can also set up direct deposit and enroll in electronic W-2s.
-