

**Students should not begin working until completing the hiring process through Human Resources. If a student begins working prior to completing the 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 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 access the background check form at the following link: <http://www.du.edu/hr/forms/BackgroundCheck.pdf>.

#### **Online Hiring Request**

Complete the online hiring request through webCentral once background check is completed. After logging in, go to the "Employee" tab and click on "Work Award Hire." You will need the student's ID #, home organization #, timesheet organization # and your job description copied in it's entirety from the Student Employment website.

**Required unless continuing employment in the Work Program. Student must meet with Stacey Barnum in Human Resources to complete these forms: 303-871-3502 or [stacey.barnum@du.edu](mailto:stacey.barnum@du.edu) to schedule an appointment.**

#### **Employment Eligibility Verification Form (I-9)**

This form must be completed by the student at the Human Resources Office before the student may begin working. Copies of the documents used to complete the Section 2 of the I-9 must also be submitted.

#### **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 to Human Resources.

**After the student is hired:**

#### **Confidentiality Agreement**

This form must be completed online by the student once he/she is hired. Login to WebCentral, click the "Employee" tab, then "DU Employee Additional Online Action Items" on the left side of the screen.

### Optional Forms

#### **Direct Deposit Form**

Students are strongly encouraged to use Direct Deposit. They may also sign up through webCentral after they have been hired. *Please note: Direct deposit for payroll purposes must be set up in addition to direct deposit for financial aid refunds.*

#### **Banner Access Form(s)**

If your student needs access to Banner, please complete the necessary forms. After all the required signatures are obtained, these forms should be sent to *Administrative Information Services (AIS)*.

*All hiring forms must be completed at*

**Human Resources** - 4th floor of Mary Reed Building.