

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>.