

# Federal Work Study Student Employee Hire Checklist (Student)

1. Confirm on MyHawkeye Self Service Offer Letter (Award Letter) that you have been awarded Federal Work Study funds.
2. Supervisor will provide student with the Job Description to sign
3. Student will be sent 2 emails to their Hawkeye email:
  - a. Human Resources (HR) will send an email to complete the hiring paperwork online (email will come from DocuSign)
    - i. Take 2 forms of ID to complete the I-9 form in-person in the HR office.
  - b. 3<sup>rd</sup> Degree Screening will send an email to sign a waiver for the background check.
    - i. Results will be sent via email.
4. Supervisor will let student know when they can start working
  - a. Keep in mind that you will not be paid if the Hiring paperwork is not fully completed
5. HR will send an email ([hccjobs@hawkeyecollege.edu](mailto:hccjobs@hawkeyecollege.edu)) to student's Hawkeye email which contains the link to the OSHA training (SafeColleges) Training and the password.
  - a. Results will be sent electronically to HR.
6. Payroll ([hcc.payroll@hawkeyecollege.edu](mailto:hcc.payroll@hawkeyecollege.edu)) will send an [email](#) to student's Hawkeye email
  - a. Instructions on [web time entry](#)
  - b. Instructions on [direct deposit](#)
7. Read Student Employee Handbook ([hawkeyecollege.edu](http://hawkeyecollege.edu) > Students > Financial Aid > Types of Aid > Work-Study > Student Employment Handbook or <https://www.hawkeyecollege.edu/financial-aid/types-of-aid/work-study/handbook>)