

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. 3rd 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) 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) 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 > Students > Financial Aid > Types of Aid > Work-Study > Student Employment Handbook or <https://www.hawkeyecollege.edu/financial-aid/types-of-aid/work-study/handbook>)**