

**STUDENT ASSISTANT HIRING PROCESS  
ROUTING SLIP**

**INSTRUCTIONS:** Please take the following forms, documents and information to Student Employment to complete the hiring process **before** you begin working to ensure you will get paid.

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| <p><b>U.S. Citizens, Permanent Resident Aliens and "Nationals"</b></p> <p><input type="checkbox"/> Social Security card (cannot be laminated and receipt from SSA will not be accepted)</p> <p><input type="checkbox"/> Any official document(s) acceptable for I-9 eligibility to work (i.e. State ID, State Driver's License, Coyote One card).</p> <p><input type="checkbox"/> Student Assistant Employment/Transaction Request Form</p> <p><input type="checkbox"/> Confidentiality Compliance Form (New Employees Only)</p> |
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| <p><b>Non- Resident Aliens "Visa Students"</b></p> <p><input type="checkbox"/> Social Security card (cannot be laminated and receipt from SSA will not be accepted)</p> <p><input type="checkbox"/> Employment Eligibility Verification Form from International Center (IC) located in University Hall 235 (Bring with you the following: Visa, Passport, and I-20)</p> <p><input type="checkbox"/> Student Assistant Employment/Transaction Form</p> <p><input type="checkbox"/> Confidentiality Compliance Form (New Employees Only)</p> <p><input type="checkbox"/> Schedule an Appointment with the Non-Resident Alien Tax Accountant located in Chaparral Hall 106 for tax counseling in accordance with US tax treaties with your home country. Please Call Maggie (909) 537-7575 or Mimi (909) 537-3988 to schedule an appointment.</p> |
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**Students:** Please have all required documentation ready once hiring paperwork is brought to Student Employment. Missing documentation will not be accepted.

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| <p><b>Student Employment<br/>use only<br/>Date/Time Stamp</b></p> |
| Empty space for stamp   |

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| <p><b>BRIDGE:</b></p> <p><b>Start date:</b>                      <b>and</b>                      <b>End date:</b></p> |
| <p><b>REHIRE:</b></p> <p><b>Start date:</b>                      <b>and</b>                      <b>End date:</b></p> |

**FINAL STEP: RETURN ROUTING SLIP TO HIRING SUPERVISOR**

Instructions: The routing slip is Student Employment's receipt of confirmation that the student is "hired" into the PeopleSoft system. Students may begin working after they have submitted routing slip to their hiring supervisor.