

HR Paperwork Checklist

RETURN ALL FORMS TO HUMAN RESOURCES IN SSB 310		
PLEASE PRINT SINGLE SIDED IF POSSIBLE – THANK YOU!		
FOR ADDITIONAL INFORMATION PLEASE SELECT THE LINKS ON THE RIGHT		
NEW HIRE EMPLOYMENT PACKET		WWW.MSUDENVER.EDU/HR/
1.	STUDENT EMPLOYMENT FORM (SEF)	
2.	BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM PERFORM CHECK: Yes – PLEASE <u>COMPLETE</u> FORM <input type="checkbox"/> No <input type="checkbox"/>	BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM.PDF
3.	EMPLOYEE DATA SHEET	
4.	CONFIDENTIALITY AGREEMENT & STUDENT EMPLOYEE HANDBOOK ACKNOWLEDGMENT	STUDENT EMPLOYEE HANDBOOK.PDF
5-7.	I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORM (MUST COMPLETE IN HUMAN RESOURCES)	I-9 FORM.PDF
8.	EMPLOYMENT VERIFICATION AFFIRMATION FORM (MUST COMPLETE IN HUMAN RESOURCES)	
9.	CURRENT YEAR'S W-4	W4 2014.PDF
10.	DIRECT DEPOSIT FORM WITH A VOIDED CHECK OR LETTER FROM THE BANK	
11.	EMPLOYEE NOTIFICATION OF WORKER'S COMPENSATION PROCEDURES	WORKERS COMPENSATION POLICY.PDF
12.	POSITION DESCRIPTION FORM	
13.	PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT FORM	PRWORA INFORMATION
14.	SOCIAL SECURITY COVERAGE STATEMENT (SSA-1945) FORM	SSA-1945.PDF
15.	EMPLOYMENT ELIGIBILITY FORM FOR INTERNATIONAL STUDENT EMPLOYEES FORM	REQUIRED EVERY SEMESTER
16.	CLASS SCHEDULE: STUDENT DETAIL SCHEDULE FROM CONNECTU OR SFAREGS BANNER PRINTOUT	
17.	WORK-STUDY AWARD: AWARD LETTER FROM FINANCIAL AID OR CONNECTU; RPAAWRD BANNER PRINTOUT	
18-19.	REQUIRED TRAININGS: PREVENTING SEXUAL HARASSMENT & ADA AWARENESS CERTIFICATES	
CONTINUING EMPLOYMENT PACKET		WWW.MSUDENVER.EDU/HR/
1.	STUDENT EMPLOYMENT FORM (SEF)	
2.	PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT FORM	IF NOT PREVIOUSLY SUBMITTED
2.	SOCIAL SECURITY COVERAGE STATEMENT (SSA-1945) FORM	IF NOT PREVIOUSLY SUBMITTED
4.	EMPLOYMENT ELIGIBILITY FORM FOR INTERNATIONAL STUDENT EMPLOYEES	REQUIRED EVERY SEMESTER
5.	CLASS SCHEDULE: STUDENT DETAIL SCHEDULE FROM CONNECTU OR SFAREGS BANNER PRINTOUT	
6.	WORK-STUDY AWARD: AWARD LETTER FROM FINAID OR CONNECTU; RPAAWRD BANNER PRINTOUT (IF APPLICABLE)	
SPLIT WORK-STUDY ASSIGNMENT		WORK-STUDY SPLIT FORM.PDF
1.	CONTINUING STUDENT EMPLOYMENT PACKET	FOR EACH JOB/DEPARTMENT
2.	SPLIT WORK-STUDY ASSIGNMENT FORM	SIGNED BY ALL SUPERVISORS
ALL STUDENT EMPLOYEES, REGARDLESS OF FUNDING		
STEP INCREASE		
1.	CONTINUING STUDENT EMPLOYMENT PACKET WITH THE "STEP INCREASE" BOX CHECKED	
LEVEL INCREASE		
1.	CONTINUING STUDENT EMPLOYMENT PACKET WITH THE "LEVEL INCREASE" BOX CHECKED	
2.	POSITION DESCRIPTION (INDICATING NEW LEVEL OF RESPONSIBILITIES)	
3.	2 LETTERS OF RECOMMENDATION (CURRENT SUPERVISOR & DEPARTMENT HEAD OR ANOTHER MANAGEMENT TEAM MEMBER)	
4.	CURRENT PERFORMANCE EVALUATION (OF AT LEAST AVERAGE OR ABOVE)	
OFFICE OF FINANCIAL AID FORMS		FINANCIAL AID
MUST BE SUBMITTED TO THE OFFICE OF FINANCIAL AID TO SECURE A WORK-STUDY AWARD FOR STUDENT		
1.	FALL/ SPRING SEMESTERS – WORK-STUDY REQUEST FORM - WK15, 16, 17	WK15
2.	SUMMER SEMESTERS - WKSUM	FINAID FORMS