ON-CAMPUS HIRING CHECKLIST

☐ Recruit
  • http://seo.harvard.edu/using-jobs-database

☐ Interview
  • http://seo.harvard.edu/interviewing-students

☐ Offer the job & Set Wage Rate
  • Departments may set student wage rates at their discretion as the University, in most cases, does not mandate specific wages for particular student jobs.

☐ Complete Paperwork
  • Payroll Authorization Form (PAF)
  • Complete the I-9 employment eligibility verification process. If the student has had a job on campus within the last 12 months then no I-9 form is required.

☐ Hire the student
  • Is the student eligible for Federal Work-Study?
    • If Yes or Unknown AND student authorized use of fws on PAF
      1. In PeopleSoft check off “Work-Study Student?” in the quick hire form. In addition to REG and OTP costing, insert a third line for WST*.
      2. Register job by filing a referral card (http://seo.harvard.edu/register-your-fwsp-job) and the SEO will reply confirming the worker’s FWSP eligibility within 1-2 business days.
      3. Send Employee Record Number to seof wsp@fas.harvard.edu. This will ensure WST coding is available in PeopleSoft.
      4. Keep track of student’s earnings. **

    • If No
      1. Continue hiring the student as a non-work-study student.

☐ Conduct a Performance Evaluation
  • While not required, constructively evaluating a student's work and contributions to the department can help prepare them for post-graduate employment.
    • Sample Form can be found at http://seo.harvard.edu/on-campus-employers

ADDITIONAL INFORMATION REGARDING FEDERAL WORKSTUDY

* The third costing string is from your department and the object code is what indicates FWSP. FWS Object codes are: Term-0139, Summer-0147.

** PeopleSoft does not prevent administrators from entering/approving hours after a student has reached their ceiling.