

WORK STUDY EMPLOYMENT FORM (March 2020)



University
of Idaho

WORK STUDY ONBOARDING PROCESS:

1. Apply for jobs through Handshake – visit www.uidaho.edu/financial-aid/student-jobs
2. Attend interviews
3. Receive contingent job offer
4. Fill out your information in “SECTION 1” and provide this form to your supervisor
5. **SUPERVISOR:** Complete “SECTION 2” and “SECTION 3”. Make official job offer after CBC approved. Instruct employee to proceed with Pre-Employment Requirements as needed
6. Follow instructions in “SECTION 3”
7. **SUPERVISOR:** Complete “Section 4” and send this form to the EPAF creator in your department

For questions please visit the appropriate website:

General financial aid questions
Applying for work-study jobs
Changing work-study jobs

Student Financial Aid Services
www.uidaho.edu/financial-aid

New employee onboarding questions
Paycheck/direct deposit questions

Human Resources
www.uidaho.edu/human-resources/employees/new-employees

You MUST present a valid Work Authorization Card to your supervisor/department BEFORE performing any work!

SECTIONS 1 – 4 ON BACK PAGE 

SECTION 1: Work Study Information

Name: _____ ST ID or V#: _____

Phone: _____ Email: _____

SECTION 2: Department Information

Department: _____

Supervisor: _____

Timesheet ORG: _____

Hourly Rate: _____

Anticipated Job Start Date (provide sufficient time for all pre-employment requirements): _____

SECTION 3: Pre-Employment Requirements

To be completed by supervisor, work study to follow instructions in each required area

CBC Required? Yes No CBC Completion Date: _____

1. You will receive an email with instructions on how to submit your information
2. You will receive an email when the CBC is completed -> Proceed to next step

I-9 Needed? (Check PEAEMPL- I-9 Received date must be within 3 years)

Yes No I-9 Completion Date: _____

1. If I-9 is needed please visit HR with your [Acceptable Forms of Identification](#)
2. If your I-9 is valid present your Work Authorization Card to your supervisor (Contact Human Resources if you need replacement)

SECTION 4: Appointment Details

Work Authorization Card Received: Yes

PCN (can be found in Handshake candidate profile): _____

Suffix: **02**

*** Employee Class Determination: 009020= SF 009021 =SI

Confirmed Start date: _____

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