Student’s Name: _____________________________________________

Please check each step as you complete it.

_____ Complete a Central University Libraries Student Assistant Application.

**STUDENTS WITH NO PRIOR WORK EXPERIENCE ON CAMPUS:**

_____ 1. Take your Student Assistant Application and the Work Eligibility Form (from your supervisor) to the CUL Human Resources Coordinator (FLE-201). The CUL HR Coordinator will complete a Payroll Authorization Form (PAF). Take the PAF and the Work Eligibility Form to the International Office where they will sign the PAF. Office hours are 9:00 am – 11:00 am and 2:00 pm – 4:00 pm, Monday through Thursday for walk-ins.

_____ 2. Take the PAF and the Work Eligibility Form to the Human Resources Department (Expressway Tower, 6116 Central Expressway, Suite 200) where an HR rep will sign the Work Eligibility Form. At the HR Department, you will need to complete the I-9 process. You will need to take identification documents according to the I-9 Acceptable Documents List. The choices are the following:

A) Bring an “unexpired”/current Passport or choose one document form each list, B & C:

B) Photo ID (driver’s license), Military Card or School ID

C) Social Security Card or Birth Certificate

_____ 3. Once the I-9 process is completed, you will be given a New Hire Checklist for Student Employees.

_____ 4. Take your New Hire Checklist for Student Employees, student assistant application and the signed PAF to the CUL Human Resources Office, Fondren Library East, Room 201, (Ms. Keenon, 214-768-1850, ckeenon@smu.edu).

_____ 5. Signed by Ms. Keenon ____________________________

_____ 6. Take this form to your supervisor to indicate that you have completed each step in the hiring process.

**STUDENTS WITH PRIOR WORK EXPERIENCE ON CAMPUS:**

_____ 1. Take the Work Eligibility Form and the PAF, from the CUL HR department (FLE-201), to the International Office. Hours are 9:00 am – 11:00 am and 2:00 pm to 4:00 pm, Monday – Thursday for walk-ins.

_____ 2. The I-9 process is required if there has been a lapse in work (1 semester or more). This does not include the summer break.

_____ 3. Take Work Eligibility Form, student assistant application and PAF to the CUL Human Resources Office, Fondren Library East, Room 201, (Ms. Keenon, 214-768-1850, ckeenon@smu.edu).

_____ 4. If adding a second CUL job, skip first 2 steps and go directly to the CUL Human Resources Office with library application.

_____ 5. Signed by Ms. Keenon ____________________________________________.

_____ Take this form to your supervisor to indicate that you have completed each step in the hiring process.