SCHOOL OF ENGINEERING & TECHNOLOGY

UNIVERSITY of WASHINGTON | TACOMA

Student Employee Checklist

Documents Needed Before Appointment is Entered into Workday

These documents can be e-mailed to rlong1@uw.edu and cc: zaidec@uw.edu or submitted via the Qualtrics survey

- ☐ Background Check Form (New and Terminated Students that are returning)
- ☐ Personal Data Form

For Undergraduate and Graduate Research Appointments

- ☐ Offer Letter
  **To be completed by the faculty supervisor*

These documents need to be brought in-person to CP 133

- ☐ Proof of vaccination
- ☐ I-9 verification documents

Student Tasks after appointment has been entered into Workday

- ☐ Complete I-9 Workday task (New employees/returning employees need to be re-verified) You will get an onboarding e-mail from Workday.
- ☐ Complete Background Check Form, that is sent by A-Check America. (will be sent by e-mail)
- ☐ Complete the Sexual Misconduct form sent via e-mail by UW HR
- ☐ Trainings
  - FERPA Training
  - Title IX (2 trainings)
  - Ethics Training

Getting Paid

- ☐ Submit your timesheets on the 1st and 16th of each month. Do not submit them daily or weekly.
- ☐ For audit purposes, please do not report hours as 12.99, 8.95, 9.24, etc. We suggest that the hours be submitted **as close to the quarter hour as possible.** for instance, 12.99 is practically 13 hours, and should be reported as 13 hours; 9.24 hours worked should be recorded as 9.25 hours.
- ☐ **Paydays**

  Paydays are the 10th and 25th of each month.

  More information on Paydays and Paychecks
- ☐ If you've signed up for direct deposit, your pay will be deposited into your account. If you did not sign up for direct deposit, it will be mailed to your mailing address listed in Workday.

*For grant, gift related hires, faculty must provide start date, end date, pay information, and budget information.

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