



# THE COLLEGE OF ST. SCHOLASTICA

## STUDENT EMPLOYEE POSITION CHECKLIST

Employee \_\_\_\_\_

- \_\_\_ 1. Confirm all student employment paperwork is complete through the Financial Aid Office (I-9, W-4, FERPA, Direct Deposit and Contract.)
- \_\_\_ 2. Complete additional paperwork for department (confidentiality agreement, student training opportunities, code of conduct, etc.)
- \_\_\_ 3. Genuinely welcome and enthusiastically introduce employees to all coworkers.
- \_\_\_ 4. Tour work area (rest rooms, drinking fountains, fire exits, employee entrances, mailboxes, print shop, storage room, supply center, etc.)
- \_\_\_ 5. Explain department policies:
  - \_\_\_ IPOD/MP3      \_\_\_ Keys/Money      \_\_\_ Lunch breaks      \_\_\_ Food
  - \_\_\_ Computer      \_\_\_ Telephone/Cell Phones      \_\_\_ Schedule      \_\_\_ Visitors
  - \_\_\_ Mailbox Codes
- \_\_\_ 6. Train on usage of Banner Web Time Sheets (how to logon, view paystub, direct deposit information, Electronic W-2 Consent.)
- \_\_\_ 7. Explain general functions of department and how department needs to work together to be most productive.
- \_\_\_ 8. Grounds for immediate Termination: Drugs/Alcohol, misuse of keys and equipment, stealing, falsifying records including timesheet and other documents and FERPA violations.
- \_\_\_ 9. Additional guidelines:

NOTE: Be sure that all applicable checklist items have been explained to new employee as indicated by the check mark.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

I acknowledge that the above items have been reviewed with me by my supervisor, and my supervisor has shown me where the on-line link for the Code of Conduct is on the Student Employment website.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date