

University of Tulsa
Hiring checklist for Hourly, **Non Work-Study** Students
(Bold names below are forms)

Student's Name : _____ TU ID # _____

Budgeted Amount _____

Date
Completed

- | | |
|---|---|
| <input style="width: 100%;" type="checkbox"/> | Increase or establish budget in desired account, if needed |
| <input style="width: 100%;" type="checkbox"/> | Send Student/Temporary Payroll Authorization form to Payroll <u>if on non-research account</u> |
| <input style="width: 100%;" type="checkbox"/> | Send Student/Temporary Payroll Authorization form to Research Dept <u>if on research account</u> |
| <input style="width: 100%;" type="checkbox"/> | Send first-time employees to Human Resources to complete employment forms |
| <input style="width: 100%;" type="checkbox"/> | Determine work schedule |
| <input style="width: 100%;" type="checkbox"/> | Provide Two-week Time Report for Students and Temporary Employees in EXCEL format
(Do not use paper copy and fill-in by hand unless absolutely necessary) |
| <input style="width: 100%;" type="checkbox"/> | Provide student with copy of Fiscal Year Payroll Dates |
| <input style="width: 100%;" type="checkbox"/> | Allow employment to begin - hours must be 20 or less per week (except for breaks) |
| <input style="width: 100%;" type="checkbox"/> | Forward completed, authorized time sheet on last day of each pay period |
| <input style="width: 100%;" type="checkbox"/> | Keep track of amount earned against budgeted amount |
| <input style="width: 100%;" type="checkbox"/> | Stop student's employment or increase budget before budget is exceeded |
| <input style="width: 100%;" type="checkbox"/> | Send in Student/Temporary Payroll Authorization form with end date if employment ends
before previously authorized end date |

Contact:

Time sheets, paychecks	Roxie Marrs	x2609
Authorizations, W-4s & I-9s:	Wendy Pickering	x2610
Classification & rates:	Jannette Hudspeth	x2373
Budget, taxes	Carol Tollette	x3980