

Student Employment Additional Appointment Checklist

What is an additional appointment? It is used to hire a student who already holds another position on campus. If the student works for an office/department OTHER than the hiring department, access this form through “LAUNCH BLANK PCRs”. If the student works for the hiring department in another capacity, access this form by selecting the student on the MSS employee list and click on “To Form Selection”.

___ **Create a position if you do not have one.** Please complete a [New Position Data Form](#) found on the HR website and forward it to Rosie Olivo (RO03) in Human Resources.

___ **Send the Eligibility Letter (Work-Study) to the Financial Aid and Scholarships Office-** A copy of the letter should be on file in the Financial Aid Office located in the **JCK building ,Suite 240.** Time entry will be affected if this letter is not sent. The preference of the FASO is to have it BEFORE the student begins employment.

___ **Direct Deposit-** Students must either sign up for direct deposit or opt-out. Information is available [online](#).

Human Resources will need the following:

(Due to the fact this is an additional appointment, original I-9 and student application should already be on file in HR)

| | Instruction | Information |
|--|---|--|
| | Complete an Additional Appointment PCR. | The PCR must be signed by an account manager. The position should read VACANT. Please note the name and ID number of the student being replaced in the comments section, if a separation has been submitted. |
| | Student completes a W-4. | Click here for the form. Check to make sure that EITHER line 5 or 7 is completed. Both lines should not be completed as noted in the instructions on the form. Check for the student signature and date. |
| | Submit to OSP for approval on grant funded positions. | Only applies to grant funded positions. The Office of Sponsored Programs will forward the packet to HR after it has been approved there. |
| | Meet the processing deadlines. | PCRs with original signatures must be received in the Human Resources office by the published deadlines for timely processing. For pay dates, click here . |

Human Resources must receive the original, signed paperwork by campus mail or in person. Please remember to also submit the Acknowledgement Form when flowing your PCR and support documents to HR. Form can be found on the HR site under FORMS and then under NEW HIRE FORMS.