

Student Employment Helpful Reminders

Student Employment Employer Checklist

Thank you for hiring Montana Tech students. This experience is valuable for their development and preparing for future positions. The checklist below was created to help you with the student employment process. Thank you for creating opportunities for growth and experience for our students!

Find additional information, paperwork, and pay rates at www.mtech.edu/career/studentemployment/employers.htm

See reverse side for helpful reminders.

- Post Student Employment Position
- Hire the Student (for assistance & suggestions see student employment Policy and Guidelines online)
- Get current paperwork online
- Have the student complete student sections of paperwork and return to you
- Complete employer sections including a brief job description, Banner index (Certification Form, I-9 Form)
! Federal Law requires that the I-9 form is completed within 3 business days of student's start date
! See I-9 instructions & list of acceptable documents in student employment hire packet
- Submit paperwork with copy of student's Social Security Card to Career Services **within 3 business days of student's start date**
! See Reverse
- Register your student for FERPA training (if applicable). Contact Enrollment Processing, 496-4843, for more information.
- Pick up timecards from Career Services or One Stop Shop (or have student pick them up)

If you have any questions:

www.mtech.edu/career/studentemployment/Employer/index.htm or call Career Services at x4140

Paperwork

Montana Tech policy requires a copy of each student employee's **social security card**. If their card is not available, they must register for a new card and submit a receipt with their paperwork, then submit the issued card within 90 days of hire date.
Incomplete paperwork will be returned to you.

Paperwork is effective until the beginning of the next academic year. Exceptions: employer specifies earlier end date or change in student's funding source

Turn in paperwork immediately! Once student employment paperwork is received and processed, **you will receive an authorization form**. Student employees **are not allowed** to begin work until then.
! Please use this information to complete timecards. Incomplete timecards will be returned to you and can delay student pay.

Timecards

Timecards are due on the 18th of each month. *If the 18th falls on a weekend or holiday, timecards are due by Noon the following business day.*

Students are paid on the 1st of each month. *If the 1st is on a Sunday or holiday, checks will be available the following business day. If the 1st is on a Saturday, checks will be available on Friday. Students may request direct deposit or pick up their paycheck (with an ID) at the Business Office, MG 205.*

Re-hire previous employee

If you wish to hire your student for the upcoming academic year, please submit a new Student Employment Certification Form (online) to Career Services.

! You do not need to re-post the position.

Increase student wages

If you wish to give your student a raise during the current academic year, please submit a Student Evaluation and Raise Request Form (online) to Career Services.

! Please see approved student rates (online).

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www.mtech.edu/career/studentemployment