

UMSL student hiring

To hire a student, complete the following two steps:

1. The following documents must be attached to the Personnel Action Form (when appropriate) and sent to Human Resources.

Appointment Notification Form (all new hires and rehires with the exception of student appointments)

W-4 (**Federal** and **Missouri**)

I-9 (with copies of identity and eligibility documents)

City Earning Tax card

Direct Deposit (voided check or savings deposit slip)

Personal Data Form

Copy of Social Security card or receipt

CBC Approval Notification (all academic non-student hires and rehires)

Faculty Pay Option (9/9 and 9/12 faculty only)

Administrative Posts (zero funded affiliations)

Student Employee FICA Checklist (all student new hires and rehires or when FICA status changes)

2. A Criminal Background Check (CBC) need not be done on student workers; however, if students will be working with other students or supervising other students, departments need to check the **Missouri State Highway Patrol Sex Offender Registry**. It is the department's responsibility to maintain these records.

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AVAILABLE JOB CODES

'8881' STUDENT ASSISTANT CLERICAL
'8882' STUDENT ASSISTANT CRAFT/TRADES
'8883' STUDENT ASSISTANT PROFESSIONAL
'8884' STUDENT ASSISTANT SERVICE
'8885' STUDENT ASSISTANT TECHNICAL
'2890' STUDENT DEVELOPMENT COORDINATOR
'8875' STUDENT RESEARCH ASSISTANT
'8877' STUDENT SERVICE COORDINATOR
'8880' STUDENT TEACHING ASSISTANT