

Bi-Weekly Hiring Process

- **Step 1:** Upon an offer and acceptance of a position, supervisors need to complete the **Peru State College (PSC) Request to Employ (RTE) and email to hr@peru.edu.**
 - RTE forms: <https://www.peru.edu/eform/view.php?id=411546>
 - Federal Work-study student hires- submit RTE and work-study award letter (this can be attached in the new RTE mach form)
- **Step 2:** Send student to Human Resources (HR) (Administration Building 316) to pick up a Bi-Weekly New Hire Packet if they have never been employed by PSC.

All returning employees need to double check if paperwork is on-file in the HR office.

- **Step 3:** Student must bring two forms of identification and proof of banking (voided check) to HR when they come to pick up their packet.

Examples of Identification:

- Driver's License/ Peru State College Card/Voter's Registration Card **WITH** Social Security Card/Birth Certificate
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card

Employment cannot begin until all paperwork is complete and verified by HR.

- **Step 4:** Once HR receives all paperwork from the applicant and the background check clears, the supervisor will receive an email RTE confirming that student can begin working and all forms have been received.

See sample emails below of completed RTE of new hire and re-hire.....

Sample Re-hired Student:

Type of Worker:	- *Federal Work Study (must upload Award Letter pdf at bottom of this form)
Employee Name	[REDACTED]
Student Driver ?	- No
Department	Library
Cost Center	7455114311020
Position	Library Aide
Budgeted Salary	\$2500.00
Rate of Pay	\$9.00
First Day Working	Aug 19, 2019

Supervisor/Dean/Director Signature



Notes/Additional Comments:

Ready to begin as of 8/19/19, AB 7/26/19

Supervisor Name	Veronica Meier
Date	Aug 19, 2019

WORK IS NOT AUTHORIZED UNTIL THIS FORM IS COMPLETE.

Should a PSC student's enrollment status drop to "half time or less," the student must notify their Supervisor and Human Resources.

Supervisor Email	vmeier@peru.edu
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HR needs notification of a student's last day of employment every year, all year round.

Checkboxes	- Returning Bi-Weekly Employee
Checkboxes	- W-4 (check exempt status) - Verify Direct Deposit on File

HR Sign



Sample New student hired:

Type of Worker:	- Student Worker
Employee Name	[REDACTED]
Department	Computer Services
Cost Center	71 [REDACTED]
Position	IT Support
Budgeted Salary	\$6400.00
Rate of Pay	\$10.00

Supervisor/Dean/Director Signature 

Notes/Additional Comments:
ALL COMPLETE, READY TO BEGIN WORKING!! 6/24/19 AB

Supervisor Name	Eugene Beardslee
Date	Jun 18, 2019

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Supervisor Email gbeardslee@peru.edu

HR needs notification of a student's last day of employment every year, all year round.

HR Completes: - New Bi-Weekly Employee

Checkboxes

- Employee Application
- Information Sheet
- I-9 with ID's
- Direct Deposit w/ voided check
- W-4
- Signed Drug Free Form
- Background Check Form
- Student Agreement

