

# Delaware State University

## Office of Student Employment

### Student Hire Check List

| To Do List               |  | Notes   |
|--------------------------|--|---|
| <input type="checkbox"/> | Student is hired by the supervisor   | The supervisor must hire first to get access to the I9 and w4   |
| <input type="checkbox"/> | The I9 and w4 opens up for student to complete on their dashboard in JobX  |   |
| <input type="checkbox"/> | Student must submit photo ID and social to the Student Employment Office- <a href="mailto:aclarke@desu.edu">aclarke@desu.edu</a> | You can also schedule a zoom or FaceTime  |
| <input type="checkbox"/> | Complete the student orientation on blackboard   |   |
| <input type="checkbox"/> | *OSP Grant hires only*If you are a OSP grant hire please complete the RCR training   | If you are not OSP grant please skip  |
| <input type="checkbox"/> | International Students must get clearance from the International Affairs Office on campus  |   |
| <input type="checkbox"/> | 1-2 business days after the I9 and w4 is approved and processed. Student will need to initiate the Confirmation form for hire    | You will receive another confirmation email from the student employment office to complete the final step. The confirmation form will then be available to you. |
| <input type="checkbox"/> | Complete the confirmation form via your dashboard in JobX  | Link your dashboard:  |
| <input type="checkbox"/> | Attach all documents for payroll processing to the confirmation form then sign and submit.                                       | The confirmation form will route to all necessary approvers. Do not work until final approval from payroll.   |

Link to the dashboard: [https://desu.studentemployment.ngwebsolutions.com/jobx\\_userdashboard.aspx](https://desu.studentemployment.ngwebsolutions.com/jobx_userdashboard.aspx)