**F&S Hiring Process – Students & Graduate Assistants/Hourly**

Provide the student HR Rep with employee’s name, UIN, start date, rate of pay, home org,  undergrad or grad student, student email address/phone number and job duties. If student hasn’t been employed on campus before, employee’s date of birth and SSN are needed to initiate Nessie New Hire logon credentials and electronic I-9 form (which ***must*** be completed on or before employee’s first day of work).

**\*\*\*Specific to Graduate Assistants/Hourly ONLY\*\*\***

Prior to hiring, an offer letter must be given to candidate. Templates can be retrieved from ERIN. Once employee accepts and signs they need to provide HR with a copy of the offer letter.