



California University of Pennsylvania

Office of Sponsored Programs & Research (OSPR) Student Worker Hiring Procedures

The following steps should be taken when hiring a student worker for any sponsored project.

1. Assure that the hiring of a student worker is a line item in the sponsored project's budget. If no line item is listed, contact OSPR at 724-938-5365.
2. Advertise via announcements and set-up interviews for potential student workers. This advertising can be set up by the PI/Project Director or Department Secretary using University Announcement Procedures.
3. Have the chosen student complete a Non-Work Study Student Worker Employment Form from the Office of Payroll.
4. If the student has never been employed by the University prior to this assignment, the student must complete a Student Payroll Packet. Encourage the student to complete a direct deposit form as well.
5. Once all forms are completed, have the student take the forms to the Payroll Window located on the 4th floor in Dixon Hall. The student will need to have his or her **original** social security card and **original** driver's license/state photo identification with them for the forms to be processed.
6. The start date for the Non-Work Study Student Worker should be the first work-day of the upcoming pay period.
7. Any questions regarding this procedure or the forms can be directed to the Payroll Office.

**WORK CANNOT BEGIN UNTIL ALL PAPERWORK IS COMPLETED,
INCLUDING A STAMP FROM THE CAL U PAYROLL OFFICE.**