Libraries’ Policy and Procedures for Temporary and Student Employee Hiring

Policy:

- Libraries’ temporary, hourly employees will generally be currently enrolled WSU students. The Dean of Libraries may grant exceptions with strict hour limits.
- Employment during fall and spring semesters: verifiable enrollment in a minimum of 6 credit hours is required for student status during the regular academic year. All students will be checked for work-study eligibility.
- Employment during summer: verifiable enrollment in a minimum of 3 credit hours is required for student status during summer. Students not taking classes will still be considered students and may work during the summer without enrollment with verifiable enrollment in the upcoming fall semester.

Procedures:

- **Recruitment:**
  Managers may post vacancies via CougLink (Student Financial Services) or select applicants from walk-ins or any other method of recruitment desired.

- **Appointment:**
  - Email name and WSU ID number of those you wish to hire to Bonny who will verify eligibility for employment and reply to provide you with their status.
  - New employees, as well as some returning, typically need to bring in original identification to LAO to complete an i9 on or before their first day of work. They may not begin until this is complete. Supervisors must emphasize that copies or faxes of identification are not permitted. **Forms of identification that are acceptable for employment are listed here:**
  - New employees will also complete a W4 tax form and sign up for Direct Deposit in LAO.
  - When identification verification has been completed, Bonny will add the appointment and create a Cougar Manager account. Supervisors are notified when employees may begin working.
  - If an employee terminates employment (for any reason), prior to their appointment end date, please notify Bonny so Cougar Manager and Payroll records can be updated.

- **Cougar Manager:**
  All new employees are to be trained on how to clock in and out, how to notify their manager of needed corrections, and how to sign their timecard each pay period. Please verify and maintain accurate contact information and emphasize timely signature of time cards each period.

- **Official Appointment Forms:**
  Completed, approved appointment forms will be sent to you to distribute to employees. *(Conditions for Temporary Employment forms will also be sent for any non-student appointments.*) New employees should be given [New Temporary Employee Orientation](#) and [Safety Training Orientation](#). Copies of these completed forms are maintained in your unit files according to the University Records Retention Policy (for one year beyond termination).

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