

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 for the upcoming fall semester.

Procedures:

- Recruitment:
Managers may post vacancies via *Handshake* via Student Financial Services or may select applicants from walk-ins or any other method of recruitment desired.
- Instructions for Appointments:
 - Email name and WSU ID number of those you wish to hire to Bonny who will verify eligibility for employment and will reply to provide you with their status.
 - New employees, as well as some returning, typically need to bring in **original** identification to LAO and complete an i9 form on or before their first day of work. They may not begin until this is complete. Please emphasize that copies, photos, or faxes of identification are not permitted.
Forms of identification that are acceptable for employment are listed here:
http://libraries.wsu.edu/sites/default/files/I9_Acceptable_Documents.pdf
 - 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 will be 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 at the end of each pay period. They also should be trained on Paid Sick Leave and may stop by LAO for a brief one-on-one training session. Please maintain accurate contact information for employees and emphasize timely signature of time cards each period.
- Official Appointment Forms:
Conditions for Temporary Employment forms will be distributed to supervisors each new appointment term. Please sign them, and ask your employee(s) to sign, before providing them with a copy of this form. The original forms need to be returned to LAO as soon as possible. New employees should be given [New Temporary Employee Orientation, Safety Orientation, and a copy of your unit's "Call-Out" policy](#). Copies of these completed forms are maintained in your unit files according to the University Records Retention Policy (for one year beyond termination).