

Student and Temp/Casual Employment

The information below is provided to assist managers with hiring students and/or temp casual employees. Please contact Human Resources at 209-946-2124 if you have any questions regarding the information and we will be happy to assist.

New Hire Documentation for Student and Temp/Casual Employees – (packets available for pick up in the Human Resources office)

- [Employment Eligibility Verification Form \(I-9\) – I9 Instructions](#)
- [Background Check Authorization Form](#)
- [Direct Deposit Form](#) - return to Payroll Department
- [Confidentiality Agreement Form](#), if necessary
- [FERPA](#) – please login to Inside Pacific – you can find the link to FERPA training under the Administrative Tab
- [Employment Application](#) (only for temp/casual employees)

Important Note: Human Resources requires the Salary Notice to Employee form filled out every time there is a new position for a student or temp/casual employee.

- [Salary Notice to Employee Form](#)
- [Salary Notice to Employee Memo](#)

******No student or temp/casual employee can begin work until the I-9 packet, their background check and their EPAF has been completed.***

Additional Information for Supervisors hiring student employees

Supervisors train, motivate, communicate, guide and evaluate their student employees. You serve as models for the development of good work habits such as punctuality, dependability, cooperation, honesty, and efficiency. The following is additional information that is beneficial to you as a student employee supervisor:

- [Student Supervisor Training](#)
- [Guidelines for Student Supervisors](#)
- [Guidelines for Student Employees](#)
- [Student EPAF Routing Process](#)
- [Work-Study EPAF Routing Process](#)
- [2018 Student Salary Guidelines](#)
- [Things to Remember when hiring students](#)

Additional Information for Supervisors hiring Temp/Casual employees

In addition to the new hire Documentation, it is important to direct your new temp/casual employee to the Office of Information Technology (OIT) Helpdesk to request access to *Inside Pacific*. The *Inside Pacific* portal is Pacific's online hub for accessing a multitude of resources, including their timesheet through web time entry. OIT Helpdesk is located at the Raymond Great Common Room, at (209) 946-7400. The following is additional information that is beneficial to you as a temp/casual employee supervisor:

- [Temp/Casual EPAF Routing Process](#)
- [Things to Remember when hiring temp/casuals](#)