

Onboarding Information for On-campus Employment

- **Finalizing student positions**
 - Review applicant cover letters and resumes to determine who you would like to interview.
 - Send out interview requests and emails to unsuccessful candidates.
 - Once you have decided on the best candidate for the position, send them an email with your job offer.
 - If they accept, welcome them to the team and give them details about their first day of work. When do they start, where do they go, what do they need to bring, and give an idea of what they can expect to be doing.
 - Notify the Career Development office (careerdevelopment@stuc.ca) of who you have hired and what their start and end dates will be.

- **First week of work checklist**
 - Show the student where their workstation will be. (It is a nice gesture to have a little welcome package prepared)
 - Introduce them to the other people in the department and show them around.
 - Sit down with the student and get to know them. Communicate to them what your expectations for the position are and then ask them what they are hoping to gain from the experience.
 - Discuss protocols. For example, calling in sick, storm days, dress code, and working around their class schedule.
 - Ensure student is set up for payroll.
 - Check that any equipment or technology they will be using is set up and ready to access.

- **Financial services checklist**
 1. If the student has never been on STU's payroll before, they must complete a [Payroll Direct Deposit Form](#), including a void cheque, and the [Personal Tax Credit Return](#) and send it to Leah Mabie, Payroll Officer, at: lmabie@stu.ca or GMH 103. If they are already set up on direct deposit, they don't have to do this.
 2. Have they received the Excel file that contains their timesheets for the duration of their on-campus employment?
 3. Each pay period is represented by a different tab at the bottom of the spreadsheet, so they must ensure they are filling out the appropriate tab for each pay period.
 4. Timesheets must be sent to Leah Mabie <lmabie@stu.ca> with all fields completed the day that the pay period ends and have their supervisor's signature on it, or the supervisor CC'ed on the email. They must send these complete and on time in order to get paid bi-weekly.
 5. They should save the Excel file with their name included in the title.