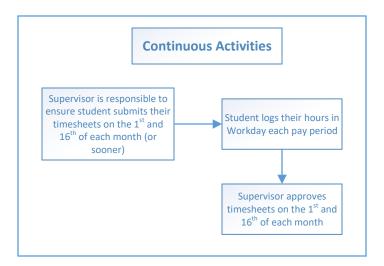
Completing Form I-9: This entire process To begin a hire, complete the Student must be completed within three business **Employment Form** days of the student worker's start date Supervisor initiates Student Employment Form two weeks prior to student's start date Student completes Form I-9 Section 1 in Workday (part of the onboarding process) Student Employment Student Employment Form Section 1: Form Section 2: Completed by Student Completed by Supervisor The supervisor directs the student to the I-9 Coordinator Send form to the UWB Workday Support Team (WST) by e-mail (uwbpay@uw.edu) or campus The student takes their mail (Box 358525) official documentation to the I-9 Coordinator to complete Section 2 New hire is The Workday Support Team approved in (WST) enters student worker Workday by HR into Workday Partner **Integrated Service Center** (ISC) at UW Seattle receives request and approves student worker in Workday The Workday Support Team confirms PN number for student in Workday Workday automatically sends student the onboarding e-mail Supervisor is responsible for The Workday Support Team instructions tracking student start and end sends the Welcome e-mail to dates. Use the Student Worker Log, student, supervisor and I-9 Workday or outlook calendar to Coordinator track. Supervisor ensures student completes all Student completes onboarding tasks within 3 business days of Onboarding tasks in start date; use "Onboarding Status Workday Summary" report in Workday to verify Onboarding complete.



Extend Student Employment

Two weeks before the student's end date, send a e-mail request to the UWB Workday Support Team (uwbpay@uw.edu)

Terminate Student Employment

Send an e-mail to the UWB Workday Support Team (uwbpay@uw.edu)