



An equal opportunity university

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Student Employment
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Student Employee Records Check List
Or
I Know I will Survive an Audit of My Student Employment Records

University policy along with State and Federal regulations specify that departments must follow certain records management procedures regarding WWU Student Employees. Supervisors of student employees are encouraged to use this check list to ensure that the hiring portion of your records is up to date and in good order for each student employee.

Student Employee Name: _____
WWU Student ID No.: _____
Job Title of Student: _____
Department Staff Performing
the Records Check: _____
Date Records Checked: _____

The following items are maintained in the hiring official’s department for each student employee:

Required Records Retention

Student Information Form.

Suggested Records Retention

- Record of payroll activity and earnings.
- Record of number of hours worked and pay rate changes.
- Record of evaluation dates.
- Copy of job description
- Record of hire and termination dates.

University records retention polices require that student employment records must be retained in the hiring official’s location for 3 years after employee termination. Additional information is available on the University Archives and Records Center web site:

<http://www.wvu.edu/depts/recgmt/wwu05.shtml>

Additional student employment policy information is available on the WWU Student Employment web site at <http://www.finaid.wwu.edu/studentjobs/employers/resources/index.php>.

Sincerely,

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