



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

- I-9 Form - Employment Eligibility Verification, U.S. Department of Justice.
Student Information Form.

Suggested Records Retention

- Record of payroll activity and earnings.
Record of number of hours worked and pay rate changes.
For every 300 hours or three quarters of satisfactory employment in the same position within an employing unit, the employee is entitled to a \$.10 (ten cents) per hour increase in pay. It is the employer's responsibility to assure that pay increases are awarded in a consistent manner within an employing unit.
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/recmgmt/wvu05.shtml>

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

Sincerely,

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