

You're Hired!

Hollie Family Student Success Center

Congratulations on becoming a Stetson Student Employee!
Follow the steps below to accept your new position!

Employment Acceptance Steps

- 1 Look for an email to your Stetson account congratulating you on your new student employment position. The email will describe the acceptance steps.

From: studentemployment@stetson.edu <studentemployment@stetson.edu>
Sent: Thursday, July 16, 2015 11:54 AM
To: Rachael Boone
Subject: S02703- Cler Asst Academic Svcs

Rachael Boone,

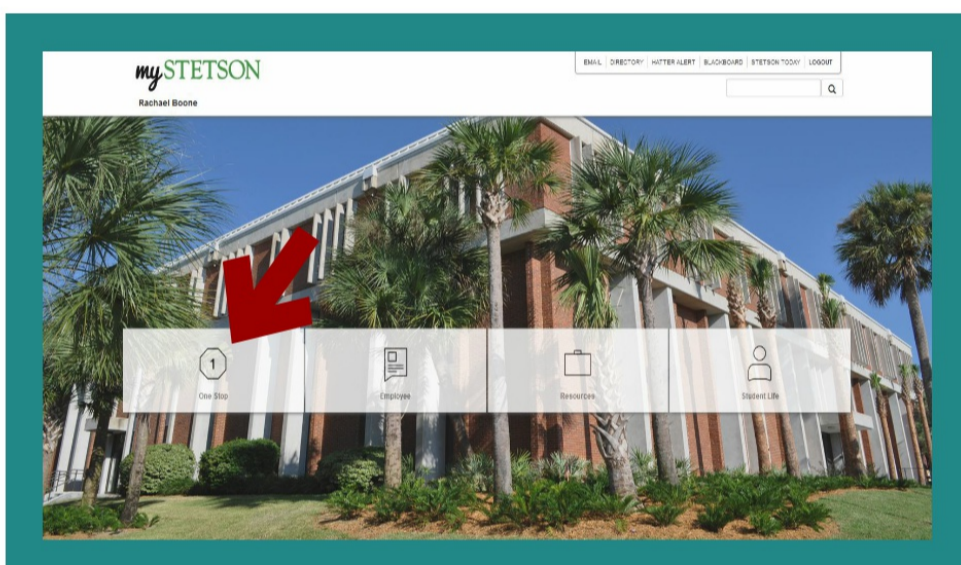
Congratulations! Kevin R. Miller has submitted a request to hire you for S02703- Cler Asst Academic Svcs . To accept this position:

1. Go to your My Stetson page and access the One Stop tab then click Forms and select Student Employment Agreement .
2. Click the green job number on the left and accept your position.
3. Complete the Safety Form which is also located on the One Stop tab under Forms.
4. If you have not worked on campus before, you will need to go to the One Stop in Griffith Hall to complete the W-4 and I-9 forms. You will need to bring appropriate forms of identification to complete the I-9 form. Please go to <http://www.uscis.gov/i-9-central/acceptable-documents> to view which documents we are able to accept. Your supervisor will be notified once the hiring process is complete. As a reminder, the hiring process can take up to two weeks.

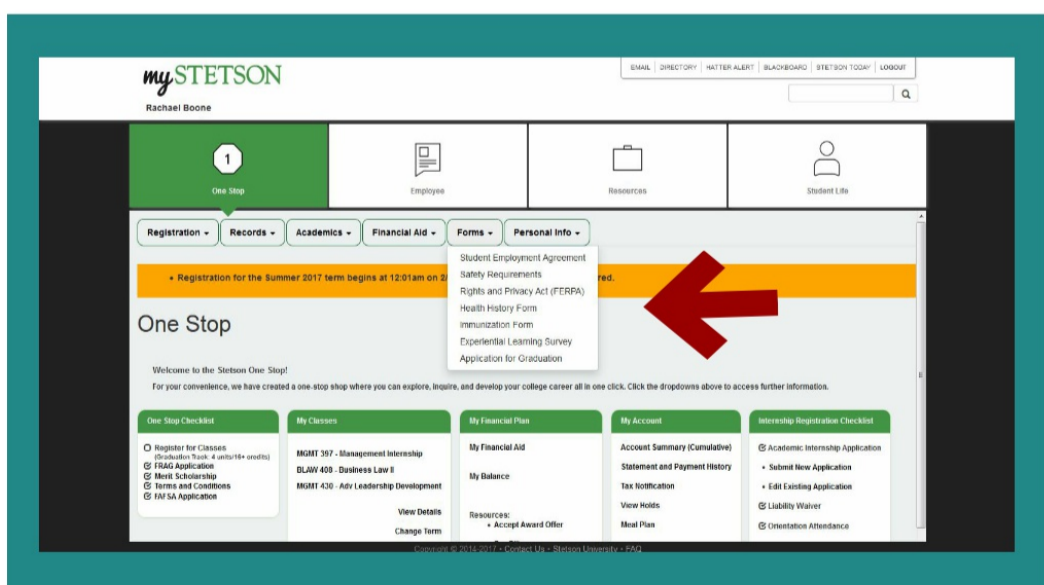
As always, please let me know if you have any questions.

Nora Huth
Student Employment Coordinator
Stetson University
studentemployment@stetson.edu

- 2 Log into my.stetson.edu and click on the One Stop tab.



- 3 Under the One Stop tab, click on forms.



- 4 Complete the Student Employment Agreement, Safety Requirements, and FERPA forms.

- 5 You are done! You should receive a confirmation email alerting you that all your employment forms are complete! Time to get to work!

