

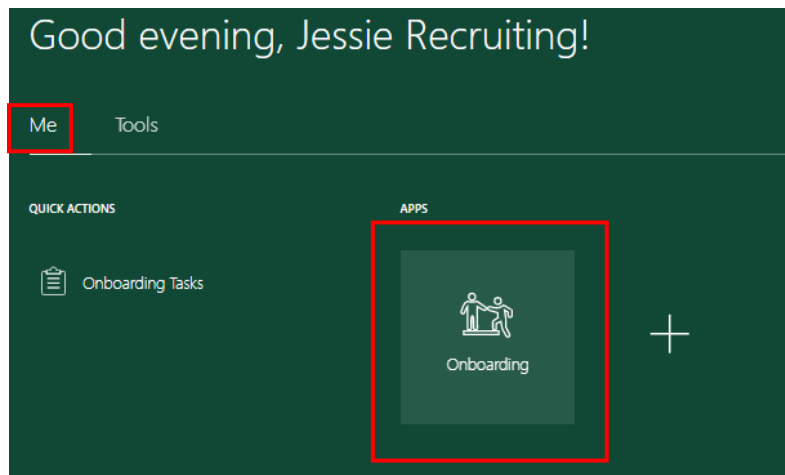
Student Employment: Student Onboarding

Overview

All Onboarding items for employment purposes are now completed in Ignite. Students must login to complete their required onboarding items before they can be authorized to work.

I. Navigating to Onboarding

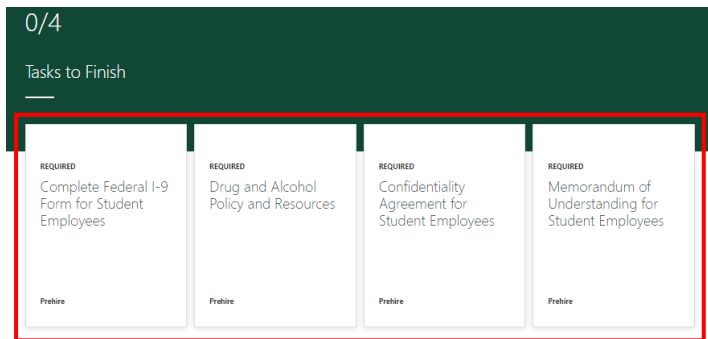
1. After logging into Ignite, you will have minimal options until you have been authorized to begin working.
2. Go to the 'Me' tab.
3. Click the 'Onboarding' tile.



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2. Completing required Pre-Hire Onboarding tasks

1. All required Pre-Hire Onboarding tasks will be displayed on individual 'tiles'.
2. Click each 'tile' in order to open the task and complete the required steps.
3. Pre-Hire Onboarding tasks that must be completed prior to authorization to work include:
 - a. Memorandum of Understanding for Student Employees
 - b. Confidentiality Agreement for Student Employees
 - c. Drug and Alcohol Policy and Resources Acknowledgement
 - d. Completion of the Federal I-9 Form



3. Completing Day 1 Onboarding Tasks

1. You are Authorized to Work once all required Pre-Hire Onboarding is completed.
2. Additional Day 1 Onboarding Tasks will be assigned, that you must complete as soon as you have access to them, these include:
 - a) W4
 - b) Direct Deposit
 - c) Home Address for Tax Withholding

Congratulations! You are now authorized to start your on campus job! Please contact your supervisor for your work schedule.

