

Summer Employment Checklist



From the Office of Human Resources - 2015

Staff (Non-ND Students)

- Summer Online Application [ND.jobs](#) - Application must be submitted within 6 months of position start date.
- Submit Pre-Employment check through [NDEmploy](#)
 - Sex offender registry and criminal background checks will be done on all summer hires.
- Submit Staff Personnel Action Form (Staff PAF) to HR – 200 Grace Hall
- New Hire Paperwork
 - [Employment Eligibility Verification](#) (Form I-9) - Office of Human Resources
 - [Federal Tax Withholding](#) (PDF)
 - [State/County Tax Withholding](#) (PDF)
 - [Direct Deposit](#) (PDF)
- Work Permits Required for Ages 16 & 17 - The University does not employ anyone under age 16.

Notre Dame Students

Working with Minors:

- Summer Online Application [ND.jobs](#) - Application must be submitted within 6 months of position start date.
- Submit Pre-Employment check through [NDEmploy](#)
 - Sex offender registry check and criminal background checks done only on those ND students working with minors.
- Student jobs are entered electronically by the department through the Student Employment Services Channel on InsideND – to request access, complete the [Originator and Approver Authorization Form](#).
- New Hire Paperwork
 - [Employment Eligibility Verification](#) (Form I-9) - Office of Human Resources
 - [Federal Tax Withholding](#) (PDF)
 - [State/County Tax Withholding](#) (PDF)
 - [Direct Deposit](#) (PDF)

NOT WORKING WITH MINORS:

- Student jobs are entered electronically by the department through the Student Employment Services Channel on InsideND – to request access, complete the [Originator and Approver Authorization Form](#).
- New Hire Paperwork for ND Students
 - [Employment Eligibility Verification](#) (Form I-9) - Office of Human Resources
 - [Federal Tax Withholding](#) (PDF)
 - [State/County Tax Withholding](#) (PDF)
 - [Direct Deposit](#) (PDF)

Questions? Please visit our website at <http://hr.nd.edu> or contact askHR at 631-5900 / askHR@nd.edu.