

Supervisors: Please give this to you new student worker to complete their application.



Student Employment Instruction Sheet

All student workers who will be paid through Heidelberg's payroll must be an employee in ADP before they can begin working. This means you will need to apply for the job, and then complete onboarding before you can begin working.

Application: To submit an application for student employment, scan the code or type the following url into your browser and click "HU Student Worker" to complete and then submit your application. <https://tinyurl.com/544yt6y8>



Onboarding: Once you have been hired and approved to work, your supervisor will notify Human Resources. We will use your application information to set up your onboarding. You will receive an email from ADP with instructions on how to log in and complete your onboarding tasks.

You will need the following information to complete your onboarding:

1. [Documents for employment eligibility/work authorization.](#)
 -  **You may upload your documents during the onboarding, however if you do not upload them during the onboarding process in ADP, you will be required to bring them in to HR so we can verify your status BEFORE your first day of work.**
2. Direct deposit information from your bank:
 - Routing number and account number

First day: You **MAY NOT** start working until HR has all of your onboarding complete. This includes bringing in your I-9 documents if you did not upload them during onboarding.

If you have any questions regarding the application or onboarding process please email the Office of Human Resources: HR@Heidelberg.edu