

Hiring supervisors planning to hire Extra Help employees are to follow these steps to ensure a smooth hiring process. For purposes of this communication, a “new” Extra Help employee is considered to be an hourly, temporary employee who has not previously worked for BSU within the last twelve (12) months. Note: This procedure does not apply to hires made via a temporary staffing agency such as Saunders Staffing.

Steps to Hire Extra Help Employees:

For Extra Help hires, new hire blank forms may be accessed here:

<https://bluefieldstate.edu/resources/human-resources/forms>.

1. The hiring supervisor submits a **RSE/Extra Help Employment Request** and routes for approval.
2. **Before referring the Extra Help hire to the Office of Human Resources**, the hiring supervisor is to ask the individual if they have worked for BSU within the last 12 months:
 - a. If “Yes,” the hiring supervisor contacts Payroll (304-327-4046 or 304-327-4041) to ask if the Extra Help needs to complete new paperwork.
 - b. If “No,” the hiring supervisor is to provide the new hire paperwork to the new hire, and review what will be needed with the new hire (such as Acceptable Documents for Form I-9 completion) *before* referring the new hire to the Office of Human Resources.
3. New Extra Help hires must complete the following, *before they arrive to the Office of Human Resources*:
 - a. **New Employee Data Sheet**
 - b. State Tax form:
 - i. If residing in WV, complete the **West Virginia Employee Income Tax Withholding Form WV/IT-104**.
 - ii. If residing in VA, complete **Employees Virginia Income Tax Withholding Form VA-4** *and* the **West Virginia Certificate of Non-residence WV/IT-104 Form**.
 - c. **Payroll Direct Deposit Form**
 - d. Federal Tax form: **Form W-4**
 - e. **USCIS Form I-9** (also provide **USCIS Form I-9 Instructions** to the new hire). *Note: Please review the “List of Acceptable Documents” with the new hire on page 3 of the Form I-9 before sending the new hire to HR. New Extra Help hires must bring original, unexpired document(s) to the Office of Human Resources to establish identity and eligibility to work in the United States. Photocopies of documents are not acceptable, per federal guidelines. Section 2. of the Form I-9 will be completed while the Extra Help hire is in the Office of Human Resources.*
 - f. **BSU Employment Application** (to be kept by the Hiring Supervisor with a copy to Human Resources).
 - g. **BSU Access and Confidentiality Agreement** (to be kept by the Hiring Supervisor).
4. Extra Help employee start dates are determined by the Payroll Office (Primary contact: Jane Miller, jmiller@bluefieldstate.edu; x4046), generally after the approval of the RSE/Extra Help Employment Request form and after the new hire has completed all new hire paperwork. *Note: Obtaining a start date from Payroll may take up to two weeks. Hiring supervisors are responsible to confirm the start date by contacting Payroll. No Extra Help employee is to perform work until Payroll confirms an actual start date.*

The Office of Human Resources provides training and refresher training to hiring supervisors regarding the RSE hiring process, upon request. Please telephone 304-327-4013 to request training. Thank you.