

Hiring supervisors planning to hire Regular Student Employees (RSE) are to follow these steps to ensure a smooth hiring process. For purposes of this communication, a “new” RSE employee is considered to be a BSU student who has not previously worked for BSU within the last twelve (12) months.

Note: If hiring Work-Study students, please contact the Financial Aid Office. This document refers to the hiring of RSE student employees.

Steps to Hire BSU Regular Student Employees (RSE):

For RSE 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 RSE hire to the Office of Human Resources**, the hiring supervisor is to ask the student 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 RSE 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 RSE 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 RSE 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 student is in the Office of Human Resources.*
4. RSE 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 BSU student is to perform RSE 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.