

Student Onboarding Frequently Asked Questions

How do I start the Student Onboarding Process?

Complete an accounting service request form at (this has not been determined)

Access the instructions at TBA

Send the completed E1S form to Payroll Student Employment via email.

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When should a department use the PAPERS onboarding process?

- **NEW** student hiring paperwork
- **NEW** student Award request all hiring paperwork
- **NEW** Student Special Payment (SSP) request all hiring paperwork

How do I log into Student Onboarding?

<https://odu.ted.peopleadmin.com/records>

Will I receive notification to start the onboarding process in PAPERS after I send the E1S form to Payroll Student Employment?

No, the department should immediately start the student onboarding process after the E1S form is sent to Payroll /Student Employment.

What are the main steps in the process?

Complete E1sU or E1sG
Create Student User Account
Assign Checklist
Email Instructions to Student
Approve Forms

Can I onboard an international Student?

The process to hire international students has not changed. Departments should continue to send the students to the VISA office to complete hiring paperwork.

Information for on-campus employment can be found at:

<https://ww1.odu.edu/visa/employment>

Can I return a document to a student for correction?

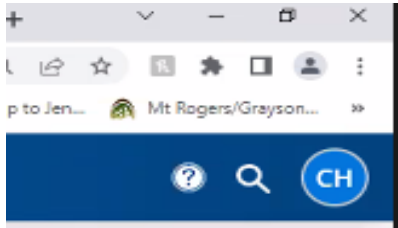
Yes. The student will receive an email and the department should follow up and ensure the document is updated or corrected in one or two business days.

What happens if I mistakenly click “unassign checklist”?

All information will be deleted. You must reassign the check list and start over – student must complete all forms again

How do I check the status of the student documents?

Under My Tasks, click on magnifier and type the student's name. Click on the name when it appears.



This takes you to folders and checklists. Select the checklist. The checklist gives the level of completion. Click on the checklist to see a list of all tasks. Any task not completed will show responsible group and status of the workflow.

What do I do if the student does not accept the position?

You must unassign the checklist and contact Student Employment remove the E1SG or E1SU

Is the SSN required on the I-9 Section 1?

Yes. This is a required field even without a red asterick.

Does the I-9 hire date match the E1s hire date?

No. The I-9 hire date should be the actual date the student will begin working.

The E1s Hire date is the first date of the pay period the student is hired (1st or 16th)

How do I change the I9 hire date after submission?

Email the new I9 hire date to Student Employment.

How do I change the E1s start date after submission?

Email an updated E1s with the new start date.

What email address and student name should be used when setting up the student user account?

The student's legal name and student's ODU email address.

What position type should I select when setting up a student account?

When assigning the checklist select ***"Student New Hire"***.

When should I approve the documents?

After all student hiring documents are completed by the student, and you have verified the documents and certified the I-9.