

# Biology Department Check List

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
UR ID

\_\_\_\_\_  
Class

\_\_\_\_\_  
Major

1.) **BIO Department New Hire Orientation Survey**

Submission will automatically be communicated to UPBM office.

<https://goo.gl/forms/mMv4N4YY2MNJalLq1>

2.) **i9 Verification:**

Date of meeting with Student Employment Office Wallis Hall G33 \_\_\_\_\_

- a. Part I of the I-9 must be completed at [newi9.com](http://newi9.com). Our employer code is 11968. Our employer location is 100000-Student Workers.
- b. Once you submit Part I, you'll get a list of the documentation you must have to complete Part II.
- c. Once you have these documents, schedule an appointment with the Student Employment Office located in Wallis Hall.
- d. Come to your appointment with all your documentation. The documents must be originals, not copies. If you fail to bring your documents with you, your appointment will be rescheduled. Appointments should last about five to ten minutes.

3.) **Wage Theft Protection Act WTPA**

Date of Completion \_\_\_\_\_

In order to complete the Wage Theft Protection Act, you will need to log into FAJobLink through Blackboard using your Net ID and password. The link for FAJobLink can be found on the left-hand side of the page. Once you are logged into

- a. If you're offered a position, you must complete the Wage Theft Prevention Act (WTPA) requirements.
- b. Click **My Activity**, then the **Placements** tab.
- c. Locate the position you wish to complete the WTPA requirements for, and click **View**.
- d. Click **Edit** at the bottom.
- e. The agreement date should be the date you are completing the form.
- f. If your primary language is Chinese, Haitian Creole, Korean, Polish, Russian, or Spanish, meet with your employer to complete this requirement in your primary language.
- g. Type your initials and click **Save**.
- h. Until this section is completed, you will not be hired into the position.
- i. If you have any questions regarding this process please contact the Student Employment Office (SEO) at 585.275.3226 or [seo@rochester.edu](mailto:seo@rochester.edu).

4.) **Mandatory Check-In with Mary Bissell in Hutchison 213, Weekdays 8am-4:30pm**

Date of Completion \_\_\_\_\_

5.) **Student Confidentiality Training (After they are processed)**

Date of Completion \_\_\_\_\_

Visit: <https://mypath.rochester.edu> and log on with your your user name and password that is used to gain access to HRMS or e-mail. Select the "Browse for Training" option and looks for something that resembles "Student Confidentiality Training".

If you have any questions regarding this process please contact the Student Employment Office (SEO) at 585.275.3226 or [seo@rochester.edu](mailto:seo@rochester.edu).

6.) Please note that students may not begin working until they can see themselves in the HRMS system.