

## Student Log Sheet

Start Date: \_\_\_\_\_

Name: \_\_\_\_\_ SSN or ID #: \_\_\_\_\_

Dept: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Ext: \_\_\_\_\_

(For HR Official Use Only)

Need      On File

_____	_____	Student Action Form
_____	_____	Application
_____	_____	Attachment to Application/Conviction Self Disclosure form (to be completed in HR)
_____	_____	Live Scan/Fingerprinting Results
_____	_____	W – 4 (Payroll)
_____	_____	Employment Eligibility Verification
_____	_____	I – 9 -- Picture ID _____ SSC _____ or Verification form _____
_____	_____	Check Release Form (Payroll)
_____	_____	Employment Data Sheet
_____	_____	Oath of Allegiance
_____	_____	Confidentiality & Software Use Certification
_____	_____	Workers Comp Notice
_____	_____	Pre-designation of Personal Physician
_____	_____	TB Test Results/Chest X-Ray

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I have gone through the packet with my student employee and he/she is submitting to Human Resources the completed forms listed above.

\_\_\_\_\_  
Supervisor Signature & Date

I have read and understand the need to provide all of the items listed above.

\_\_\_\_\_  
Student Signature & Date