

Dear Student,

Congratulations on your new job! Please follow these steps to complete the hiring process:

1. Complete and print the hiring forms from our website: <https://www.ramapo.edu/careercenter/campus-jobs/new-hire-packet/>
2. Review printed documents to ensure you've completed all sections.
3. Carefully read the **I-9 Employment Eligibility Form** to ensure you have the required documents to present when submitting your paperwork. ***You must present this documentation in order to be hired by the college and to begin working. This is an in-person, on-campus position and as such, requires campus presence clearance via Health Services via documentation of COVID-19 vaccination or an approved exemption.***

Here are the steps for submitting your forms/documentation:

1. Schedule an in-person appointment via [Handshake](#) to submit your employment forms.
  - Appointments are available Monday - Friday.
  - Bring your original, completed forms and your I-9 documentation to the Career Center (C209) on the day of your appointment, which will take about 10 minutes. Please be sure your supervisor signs where indicated.

I'm also attaching with instructions on how to enter your weekly hours:

[https://www.ramapo.edu/payroll/files/2013/06/Web\\_Student\\_Entry.pdf](https://www.ramapo.edu/payroll/files/2013/06/Web_Student_Entry.pdf)

I know this is a lot of information, so please contact me if I can assist you with anything. Wishing you great success with your new job!

Thank you,  
Patty