



Required Hiring Documentation **Student Employment at ODU**

Each of these forms/processes listed below must be completed and/or provided by the Student Employee, submitted to E1S Processing by the hiring department supervisor or Budget Unit Director, and processed **BEFORE** a student may begin employment in any capacity at the University. Use this checklist when hiring any student in order to ensure timely processing.


NOTE: Those items highlighted in **green** below must be provided by the student as an additional document for submission. Those highlighted in **yellow** below must be completed electronically via the links provided in the checklist below. All other remaining **required** documents are included on the following pages of this packet.

HIRING DOCUMENTATION WILL NOT BE PROCESSED UNTIL EVERY DOCUMENT/PROCESS BELOW IS COMPLETED AND SUBMITTED.

STUDENTS MAY NOT BEGIN WORKING UNTIL PROCESSING IS COMPLETE.

Career Development Services (cds@odu.edu) is also available for student assistance when completing these forms. For more information about the student employee hiring process or additional information about each form, visit our Student Employment [webpage](#).

HIRING PACKET CHECKLIST:

- ☐ **STUDENTS:** Provide a **SIGNED COPY** of your Social Security Card
 -  International Student Employees must contact the [VISA & Immigration Service Advising Office](#) for assistance.
- ☐ Complete **EITHER** the appropriate E1S* Form or the EPAF ([links/descriptions below](#))
 - [*E1SU](#) – used for NEWLY HIRED Undergraduate Student Employees
 - [*E1SG](#) – used for NEWLY HIRED Graduate Student Employees
 - [*E1SP](#) – used for Special Payments for students (See instructions on when and how to use this form [HERE](#)).
 - [EPAFs](#) – used to submit changes to existing student employee profiles (change department, change pay rate, change position, termination, etc.)
- ☐ [I-9 Certificate for Employment Eligibility](#) Completed
 - For tips and assistance with completing this form, click [HERE](#).
- ☐ [Direct Deposit Information](#) Updated via Banner Self-Service Online
 - Instructions on this process may be found [HERE](#).
- ☐ Current Year State ([VA-4](#)) Tax Forms Completed
- ☐ Current Year Federal ([W-4](#)) Tax Forms Completed
- ☐ Child Support Disclosure Form (below) Completed
- ☐ Selective Service Compliance Form (below) Completed
- ☐ Conflict of Interests Dual Employment Reporting Form (below) Completed
- ☐ Elected Official Disclosure Form (below) Completed
- ☐ Policy Summary Acknowledgement Form (below) Completed

Child Support Disclosure Form

**OLD DOMINION UNIVERSITY
CHILD SUPPORT DISCLOSURE AND AUTHORIZATION FORM**

Beginning July 1, 1993, Virginia employers are required by law to ask all new employees whether they are subject to an income withholding order for child support. Va. Code Section 60.2-114.1. Employers are also required to notify the Child Support Enforcement Reporting Unit of the Virginia Employment Commission of the identities of all new employees. If an employee is subject to an income withholding order, employers are required to make appropriate withholdings. The information provided must be reported to the Virginia Employment Commission and the Department of Social Services. The employer is authorized to charge a service fee of \$5.00 per remittance of child support payments.

Please provide the following information:

NAME:

ADDRESS:

CITY:

STATE:

ZIPCODE:

Please check of the following:

Are you subject to any income withholding order for child support?

☐ Yes

☐ No

Do you have a copy of the order?

☐ Yes

☐ No

If yes, please provide a copy when you complete this form.

The information disclosed above shall be kept confidential by the University except as required by law. Falsification or material representation in the completion of this form may subject an employee to a withdrawal of the offer of employment, or immediate termination.

Employee's Signature: _____

Date: _____

Please print out this form and return or direct inquiries to:

TYPE OF EMPLOYEE	DEPARTMENT
Student, Graduate Assistant	Student Employment
Teaching & Research Faculty, Adjunct Faculty	Academic Affairs
Classified, Wage, Administrative & Professional Faculty	Department of Human Resources

OLD DOMINION UNIVERSITY
Selective Service Compliance Form*

Name _____ UIN _____

Pursuant to Section 2.2 –2804 of the Code of Virginia, no board, commission, department, agency, institution or instrumentality of the Commonwealth may employ a male if he is required to present himself for and submit to the federal Selective Service registration requirement and has failed to do so.

_____ I am female and am exempt from the requirement to register for Selective Service.

_____ I have registered for Selective Service.

_____ I was born on or between the dates of March 29, 1957 and December 31, 1959, and am exempt from the requirement to register for Selective Service.

_____ I have been admitted to the United States on a nonimmigrant VISA and am exempt from the requirement to register for Selective Service.

_____ I have not registered for Selective Service and have attached documentation from the Selective Service Agency verifying my exemption.

_____ I did not register for Selective Service because I voluntarily enlisted in the U.S. Armed Forces.

Signature _____ Date _____

*Adapted from the Commonwealth of Virginia Selective Service Compliance Form



**Conflict of Interests
Dual Employment Reporting Form**

In accordance with the State and Local Government Conflict of Interests Act all employees with potential conflicts of interests regarding dual employment of an immediate family member are required to report to the University any potential conflict of interests. Completion of this form meets the reporting requirement. A conflict of interests exists when a University employee or member of the immediate family has a personal interest from participation in a contract or transaction to which Old Dominion University is a party. Immediate family is defined as a spouse or any other person residing in the same household as the employee that is a dependent of the employee or of whom the employee is a dependent. If an employee has a conflict of interests, it must fall within permissible exceptions. Employees should consult the State and Local Government Conflict of Interests Act located in §2.2-3100 of the Code of Virginia for details.

Department:_____		Supervisor:_____	
University ID Number (UIN): _____			
Full Name: _____		MI _____	
Home Address:_____			
_____		City/State	Zip
Phone#_____		E-mail Address _____	

The University prohibits spouses or other members of the employee’s immediate family from working at the University unless the Board of Visitors is advised of the conflict and the Board finds that it is in the best interests of the University to allow the dual employment.

The employee shall not supervise, review, or otherwise be under the control of a spouse or a member of the immediate family if employment is permitted.

Is any member of your immediate family or household employed by Old Dominion University? YES____ NO____ If yes, please complete the information below.

Name of Immediate Family Member or Household Member	Relationship <i>The person in the previous column to you is your_____.</i>	Family/ Household Member's Department	Family/Household Member's Supervisor

Employees have the ultimate responsibility to comply with the law. In as much, it is the responsibility of the employee to report any changes that may impact dual employment status after completion of this form.

Signature

Date

Failure to disclose dual employment relationships is a violation of the Conflict of Interests Act and is subject to disciplinary action up to termination.

Old Dominion University is an equal opportunity, affirmative action institution.

Revised: August 2019
Effective: September 2013

OLD DOMINION UNIVERSITY
DEPARTMENT OF HUMAN RESOURCES
REQUIRED DISCLOSURE TO DETERMINE
EMPLOYMENT ELIGIBILITY FOR NON-TENURE TRACK POSITIONS

Name: _____

Position Applied for: _____

-
1. Are you an elected official? Yes No
 2. If yes, name of office: _____
 3. Are you a former elected official? "I gu"*****P q
 4. Name of office held: _____
 5. Dates of office held: _____
 6. Are you currently an executive with a Commonwealth of Virginia or any other governmental agency? Yes No
 7. If yes, name of agency and title: _____
 8. Are you currently an employee of a company doing business with Old Dominion University? Yes No
 9. If yes, name of company: _____

Signature

Date

Elected officials, former elected officials and executives of governmental agencies cannot be employed in any non-tenure track position with Old Dominion University without the approval of the President, or his specific designee. Board of Visitors policy requires this review and approval to ensure compliance with applicable state and federal laws, and university requirements.

**Commonwealth of Virginia/Old Dominion University
Policy Summary Acknowledgement**

Summary of Policy 1.05 - Alcohol and Other Drugs

Alcohol and Other Drugs policy states that the following acts by employees are prohibited:

- the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs in the workplace;
- the impairment in the workplace from the use of alcohol, or other drugs, (except the use of drugs for legitimate medical purposes);
- the federal Drug-Free Schools and Communities Act prohibits the use or possession of cannabis on college campuses that receive federal funding, including Old Dominion University. Federal law prohibits the possession, use or distribution of cannabis on University property or as part of University-sponsored events;
- failure to report an arrest for any offense related to criminal drug laws or alcoholic beverage control laws or laws that govern driving while intoxicated, based on conduct occurring on or off the workplace to your supervisor or designee within 72 hours of an arrest;
- action which results in the criminal conviction for a (n):
 - violation of any criminal drug law, based on conduct occurring either on or off the workplace, or
 - violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based on conduct occurring on the workplace;
 - failure to report to their supervisor that they have been convicted of any offense described above within five calendar days of the conviction

The workplace consists of any state owned or leased property or any site where official duties are being performed by state employees.

Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program.

Summary of Policy 1.75 - Use of Electronic Communications & Social Media

Agency provided computer systems that allow access to the internet and electronic communication systems are the property of the Commonwealth and are provided to facilitate the effective and efficient conduct of State business. Users are permitted access to the Internet and electronic communication systems to assist in the performance of their jobs. Certain activities are prohibited when using the Internet or electronic communications. These include, but are not limited to:

- accessing, downloading, printing or storing information with sexually explicit content as prohibited by law (see Code of Virginia 2.2-2827);

- downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;

- OVER -

- installing or downloading computer software, programs, or executable files contrary to policy;
- uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- uploading or downloading access-restricted agency information contrary to policy or in violation of agency policy;
- sending e-mail using another's identity, an assumed name, or anonymously;
- permitting a non-user to use for purposes of communicating the message of some third party individual or organization;
- any other activities designated as prohibited by the agency.

Violations of this policy must be addressed under Policy 1.60, Standards of Conduct Policy, or appropriate disciplinary policy or procedures for employees not covered by the Virginia Personnel Act.

By signing below I verify that I have read the content of these summaries and understand that it is my responsibility to abide by the applicable policies.

Employee's Signature _____

Printed Name _____ Date _____

Policy 1.05 – Alcohol and Other Drugs http://www.dhrm.state.va.us/hrpolicy/web/pol1_05.html

Full copy of the alcohol and drug policy is available upon request from the Department of Human Resources.