**Checklist of Hiring Student in HCM**

[ ]  Personal Information Worksheet​

[ ]  Run Background Check​

[ ]  Run HireRight I9​

[ ]  Confirmed Funding​

[ ]  Vacant Position Number, Update Funding​

[ ]  Ensure Job Effective Date is the agreed upon start date​ (Please hire students at the beginning of a biweekly pay period)​​

[ ]  Hired