ATTENTION STUDENTS: COVID 19 UPDATES

- Please use the 2020 updated New Hire Paperwork.
- The CaPS office and HR office are closed physically on campus due to COVID-19, and will not be able to collect student’s paperwork in person at this time.
- Students can scan/email their supervisors their completed New Hire Paperwork.
- Students can skip page 2 of the I-9 form (for supervisors only):
  - One tricky part is students are required to include 2 of the following forms of ID documents (a passport, photo ID, social security card, and/or birth certificate) for their I-9. Students normally present these documents in person so we can make the required colored-copies (must color copy front and back sides of IDs).
  - This may pose a challenge for students. Perhaps students could color-copy themselves, and include the copies along with their paperwork to their supervisors? This is something you should ask your supervisor about directly. Your supervisor can then contact HR for assistance.
- Questions? Contact Alyssa Laskowski – Student Employment Coordinator (alaskows@butler.edu)